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ABSTRACT

This faculty manual is intended to provide general information to faculty members regarding various policies of the Santa Barbara City College District. It begins with a list of the Board of Trustees, a statement from the College President, and a disclaimer. The manual is then followed by these sections: (1) Introduction to the College; (2) Governance; (3) Getting Oriented; (4) Faculty Responsibilities; (5) General Employment Responsibilities; (6) Part-Time/Adjunct Faculty; (7) Admissions and Records Information; (8) Instructional Support Services; (9) Student Services; (10) Business and Administrative Services; (11) Staff Development; (12) Faculty Evaluation; and (13) District Policies. Appended in this manual are the Academic Senate Constitution, the Academic Senate Bylaws (and College Committees), and the Academic Senate TLU Distribution. An index is also included at the end of the faculty manual. (VWC)

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FACULTY MANUAL

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SANTA BARBARA CITY COLLEGE

1999-2001

FACULTY MANUAL

PUBLISHED BY THE ACADEMIC SENATE AND ACADEMIC AFFAIRS
OFFICES
SEPTEMBER 1999

*Acknowledgments: Kathy O'Connor and Karolyn Hanna, project coordinators;
Mary James, typography and editorial coordination.*

BOARD OF TRUSTEES

BOARD OF TRUSTEES members *(from left)* Luis A. Villegas, Joe W. Dobbs, Joyce H. Powell, Kathryn O. Alexander, Eli Luria. Dr. Peter R. MacDougall *(far right)* is the Board's secretary/clerk. *(Jo Bedard Photo)*

SBCCD Governing Board:

The seven members of the Santa Barbara Community College District Board of Trustees are elected at large by district voters for four-year terms and represent prescribed areas within the district.

The following dedicated community citizens are currently serving as district trustees (month/year after each name indicates date of initial election/appointment).

Kathryn O. Alexander (May 1965)
Joe W. Dobbs (November 1971)
Joan M. Livingston (January 1994)
Eli Luria (September 1976)
Desmond O'Neill (December 1994)
Joyce H. Powell (April 1973)
Luis A. Villegas (March 1993)

Board members directly represent the people of the district in determining board general policies and making decisions which govern the total operations of the district and Santa Barbara City College.

The board meets at 4:00 p.m. on the second and fourth Thursdays of each month (unless otherwise announced) in Room 211, SBCC Administration Building. The meetings are open to the public.

Statement from the President

Welcome to the excitement of teaching at Santa Barbara City College. We are involved with the most optimistic and important educational venture in this country and perhaps the world...the community college. Our commitment is to open access and quality higher education that will result in fulfilling lives for thousands and contribute to the economic vitality of our community.

The promise of open admission and our broad-based mission impose significant responsibilities upon Santa Barbara City College. Foremost to our successfully meeting these challenges is a competent and committed faculty. In addition, our values must be clear.

Our mission is comprehensive. We have numerous transfer and vocational programs. Remedial classes are provided to assure students have the skills necessary to function at the collegiate level and life-long learning is embraced to assure individuals can continue to meet the changing demands of careers and citizenship. The diversity of our educational programs and our students provides a rich and exciting environment for us as educators.

The necessity of maintaining high academic standards is paramount. Accompanying high standards is the necessity of a student-centered college with policies and practices that place the student at the center of our efforts. Our College environment should place equal emphasis on challenges for students and the support necessary for our students to meet those challenges.

The faculty at Santa Barbara City College is known for its excellence. We must commit ourselves to continuing this tradition of quality teaching to achieve what is necessary for our students and our community. I am pleased to be involved with you in this exciting venture.

Sincerely yours,

Peter R. MacDougall
President

PRM/mej

DISCLAIMER

This Faculty Manual is intended to provide general information regarding various polices of the District. For complete District policies, refer to the official District Policies Manual. Copies are located in the offices of all Deans, Vice-Presidents, Human Resources Department and the Academic Senate. If any information in the Faculty Manual differs from the official District Policies Manual, the official District Policies Manual shall prevail.

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INTRODUCTION TO THE COLLEGE

A BRIEF HISTORY

THE MISSION

GUIDING PRINCIPLES

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INTRODUCTION TO THE COLLEGE

A BRIEF HISTORY

Santa Barbara City College was established by the Santa Barbara High School District in 1909, making it one of the oldest community colleges in California. The College was discontinued shortly after World War I, and its work was largely taken over by the Santa Barbara State Normal School, which later became the Santa Barbara State College, and, still later, the University of California, Santa Barbara.

The College was organized again by the High School District in the fall of 1946. The growth of the institution was rapid then -- both in enrollments and course offerings. Approximately 12,500 students are currently enrolled in day and evening credit courses, and more than 34,000 different individuals annually are enrolled in non-credit and upgraded Continuing Education Division classes.

The institution moved to its present and permanent location in the summer of 1959. This campus is situated on a 74-acre site overlooking the Pacific. Passage of a 1969 construction bond issue and a 1973 land acquisition bond issue have ensured a single, complete Mesa Campus.

The College was known as Santa Barbara Junior College from its inception until July 1, 1959, when, by action of the Santa Barbara Board of Education, its name was formally changed to Santa Barbara City College.

The Carpinteria Unified School District was annexed to the Santa Barbara Junior College District in 1965. On July 1 of the same year, the Santa Barbara Junior College District became a separate governing authority under the control of its own popularly elected Board of Trustees. On July 1, 1971, the name of the District was changed to Santa Barbara Community College District.

THE MISSION

Mission Statement

The College's mission is a statement of Santa Barbara City College's reason for being. The mission was last reviewed in the Spring of 1982 by a committee comprised of community members, college staff and students. The mission statement

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was formally adopted by the district's Board of Trustees on January 13, 1983, and has served as the foundation for College operations since this time.

The mission consists of a statement of "Guiding Principles" and "Fundamental Purposes." The Guiding Principles represent a consensus of the values which serve as the bases from which the Fundamental Purposes are fulfilled.

GUIDING PRINCIPLES

>>>>> There is in each individual an intrinsic dignity and worth.

>>>>> A democratic society functions best when its members are educated and participating citizens.

>>>>> Individuals have the capacity to learn to direct their destiny and the responsibility to participate effectively in the affairs of society.

>>>>> The opportunity to learn should be accessible to all who can profit from it and who wish to avail themselves of it.

>>>>> Each person should be encouraged and helped to realize his/her fullest potential regardless of economic, educational, or physical disadvantages, and/or cultural differences.

>>>>> The community and the individual are best served when people can find satisfying and productive vocations and can learn to make rewarding use of leisure time.

>>>>> It is important that all people learn about cultural heritages and how to work together to create a better society.

>>>>> As a community college, Santa Barbara City College must be responsible to the needs of the community it serves.

>>>>> A commitment to the ideal and tradition of academic freedom is basic to an intellectual environment which encourages serious scholarship and critical, independent thinking.

>>>>> Education is a lifelong process -- not solely preparation for adult life.

FUNDAMENTAL PURPOSES

The fundamental purposes of Santa Barbara City College are...

>>>>> To provide uncompromisingly excellent quality of instruction in all programs of the College, and to create and maintain an environment which emphasizes teaching and learning, and encourages free discussion of ideas, interests and issues.

>>>>> To maintain a comprehensive curriculum which supports a viable transfer program, a diverse occupational program, and general credit and non-credit educational opportunities appropriate to the needs of the South Coast community.

>>>>> To provide equal opportunity to post-secondary education at minimum cost to all who wish to avail themselves of it, or who could benefit from it, through programs of outreach, counseling, placement and developmental education, and through a policy of non-discrimination and affirmative action.

>>>>> To be particularly responsive to the needs of the local community and the citizens who come to the college as students, and to be sensitive to changes in these needs.

>>>>> To be responsive to the needs of the region, state, and the nation for persons trained in particular skills.

In the pursuit of these purposes, the College will provide programs and services in the most cost-effective manner possible, and at all times will practice fiscal responsibility.

CONTINUING EDUCATION DIVISION

This is the 81st year of Continuing Education in Santa Barbara, and the 40th year in which the program has been administered by the Continuing Education Division of Santa Barbara City College.

The division is guided by a 40-member Santa Barbara Citizens' Continuing Education Advisory Council. Continuing Education offerings provide opportunities for the selfrealization of individual adults as wage earners and as social and creative beings. The program contributes educational experiences for the lifelong growth of every citizen in order to make the community and the world a better and more peaceful place in which to live.

The division offers an average of nearly 800 courses each term to area adults who are 18 years of age or older and not enrolled in a secondary school and to those under 18 with high school diplomas. The classes are offered at more than 100 locations in Santa Barbara, Goleta, and Carpinteria, including the division's headquarters at the Alice F. Schott Center, 310 W. Padre St., and the Selmer O. Wake Continuing Education Center, 300 N. Turnpike Road.

The classes are non-credit and are designed to fulfill a variety of needs. State-sponsored courses are offered in the fields of parenting, elementary and secondary basic skills, English as a second language, citizenship, vocational education, business education, computer applications and health and safety education, and in education for older adults. Additional courses each term are provided as a community service and are not state-supported. The division also operates an Adult High School Program, offering counseling and credit classes leading to completion of a high school diploma or an equivalency certificate and a Citizenship Center offering assistance with the citizenship process and other immigration matters.

Three terms are offered yearly, from September through June. A schedule of classes, published prior to each term as an insert in a Sunday edition of the *Santa Barbara News-Press*, reaches an audience of 47,000.

The majority of Continuing Education classes are state-supported and do not require an enrollment fee, though some have optional materials fees. Non-state-funded courses are supported by student fees or by private funding through the Foundation for S.B.C.C.

Approximately 36,000 area residents enroll in at least one Continuing Education class each year.

GOVERNANCE

BOARD OF GOVERNORS

BOARD OF TRUSTEES

ADMINISTRATION

THE ACADEMIC SENATE

THE INSTRUCTORS' ASSOCIATION

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GOVERNANCE

BOARD OF GOVERNORS

There are seventy-one (71) public community college districts in California. At the State level, coordination and direction are provided by a thirteen-member Board of Governors appointed by the Governor of California and approved by the State Senate.

BOARD OF TRUSTEES

The local Santa Barbara Community College District is governed by a seven-member Board of Trustees representing Trustee areas and elected at large by the people. The Board of Trustees holds regular public meetings at 4:00 p.m. usually scheduled on the second and fourth Thursday of each month in the Board Room of the Administration Building on the Santa Barbara City College campus.

The seven members of the Santa Barbara Community College District's Board of Trustees are elected at large by district voters for four-year terms and represent prescribed areas within the district.

In accordance with its own policies, "The functions of the Board of Trustees shall be legislative, and it shall act as a policy-forming body. It shall consider questions of general educational policy and shall place the responsibility for implementation of Board adopted policies directly in the hands of the District Superintendent/President as executive officer of the Board." Specific responsibilities of the Board of Trustees are listed in Board Policies.

ADMINISTRATION

In accordance with the policies of the Board of Trustees, "The Superintendent/President is responsible to the Board of Trustees for:

a. The organization and administration of the total educational program at Santa Barbara City College.
b. The preparation, submission, and administration of the annual budget.
c. The appointment, termination, and supervision of all College personnel.
d. The submitting of course offerings recommended for adoption.

e. The recommendation for modifications in or additions to campus buildings and grounds.
f. The certifying of those students who have completed the requirements for the Associate in Arts and Associate in Science degrees and/or certificates in non-degree programs.
g. The preparation of all reports required by law by local, state, and national agencies."

"The Superintendent/President is responsible to the administration, faculty, and students of the College for:
a. The establishment of College committees.
b. The supervision of activities of groups and organizations operated within the College program.
c. The development of a program of public information which will interpret the role of the College to the community.
d. The establishment of procedures for safety in case of fire or other emergencies."

The Superintendent/President assigns responsibility for the administration of the College District to five Vice-Presidents and one Associate Vice-President. Each is responsible to the Superintendent/President for the administration of that area.

THE ACADEMIC SENATE

The Academic Senate is an essential component of the governance structure of Santa Barbara City College. Through the Academic Senate, and various standing committees, SBCC faculty have an opportunity to participate in shared governance of the College. By working cooperatively with the College administration, the Senate provides faculty with effective forums for influencing policy in such areas as academic freedom, faculty hiring, evaluation and tenure, faculty service areas, professional standards, and sabbatical leaves. Faculty members actively participate in curriculum development, program evaluation, review of scholastic standards, staff development and other matters vital to the academic excellence of the College. The work of the Senate as a whole and of its individual members significantly influences the present and future course of Santa Barbara City College.

The Academic Senate is a representative body composed of faculty elected by defined constituencies. The term faculty includes all classroom instructors, counselors, librarians, directors of the Faculty Resource Center and Learning Support Services, campus nurse and Children's Center teachers who are employed either full-time or part-time in the credit and non-credit divisions of the college. Elected senators, plus the Academic Senate President and the Immediate Past President or President-Elect, and the Vice-President for Academic Affairs constitute the Senate.

The Academic Senate represents faculty interests directly to the administration and the Board of Trustees. It proposes and ratifies policies and programs developed by Senate committees and reviews and endorses policies affecting instruction, developed by other constituencies of the College. Moreover, it provides individual faculty with a forum in which to voice ideas, opinions, and concerns with an assurance that their voice will be heard and, where appropriate, acted upon.

The effectiveness of the Academic Senate depends upon the participation of all its members. Through participation on committees and service on the Academic Senate, faculty ensure the efficacy of collegial governance at SBCC. (See Appendix A for the Academic Senate Constitution and Bylaws.)

THE INSTRUCTORS' ASSOCIATION

The Instructors' Association was founded in the early 1960s for the purpose of negotiating the salaries and personnel benefits of SBCC faculty. In December 1986, the full- and part-time faculty voted to reorganize the former Instructors' Association into a collective bargaining unit to ensure a more professional approach toward negotiating salaries and benefits. The contract negotiated by the Association is unique in that the Academic Senate remains responsible for a number of matters that legally could be negotiated by collective bargaining units. The purpose of this kind of division of responsibilities is to maintain SBCC's tradition of faculty participation in governance with an emphasis on collegiality. The primary goal of the Instructors' Association is to develop salary and benefit compensation commensurate with the excellence of the teaching faculty.

GETTING ORIENTED

CAMPUS MAP

PARKING PERMITS

PARKING RULES & REGULATIONS

EMERGENCY PROCEDURES

REPORTING EMPLOYEE ACCIDENTS

KEYS

EQUIPMENT PURCHASES

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POLICY ON USE OF COLLEGE MAILBOXES

UPS

TELEPHONES

VOICE MAIL

FAX

GUIDELINES FOR USE OF E-MAIL

ID CARDS

FOOD SERVICE

SBCC EMPLOYEE WELLNESS PROGRAM

PUBLICITY & NEWS RELEASES

LOST & FOUND

POSTERS & ADVERTISEMENTS

ACRONYMS

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GETTING ORIENTED

CAMPUS MAP

A map of the campus is published in the schedule of classes each semester. Additional copies are available at the Information Desk on the first floor of the Administration Building.

PARKING PERMITS

Applications for staff parking permits are distributed to all full-time faculty each August. Completed forms are to be returned to the Campus Security mailbox. Applications are processed and returned to individual faculty mailboxes.

A staff parking permit allows faculty access to all staff designated parking areas, **but it does not guarantee a parking space**. There are reserved staff spaces on the Upper Lot of the Main Campus and on the West Campus. Staff members should not park in student parking spaces.

PLEASE NOTE: Parking tickets will be issued the first two weeks of school for not having a parking permit. Also, citations will be issued to vehicles that park in reserved (cone) stalls. Staff, who have obtained a 20-minute permit from the kiosk, may park in visitor stalls for a maximum of 20 minutes.

PARKING RULES AND REGULATIONS

1. **Motorcycles/Mopeds/Bicycles**: Faculty and staff motorcycles should be parked in the 1MC area near the main entrance or in the 3MC area near the intersection of Shoreline Drive and Loma Alta. There is no motorcycle or moped parking on the first level of the parking structure. **Motorcycles or mopeds** are not to be parked in full-size spaces. Bicycles are to be parked in the racks provided; illegally parked bicycles are subject to impounding.

2. **Tickets/Fines**: Cars may be ticketed (fine according to violation), or towed away at owner's expense (approximately $50.00) when illegally parked in any parking lot -- or on Santa Barbara City College property. Parking citations may be contested in the Campus Security Office by filing a **Rescind Form** with the Director of Security. **All citations are paid at the Cashier's Office, Room SS150**.

3. **Handicapped Parking**: Students who are **temporarily disabled** may apply for a medical parking permit (with a doctor's verification) through the Disabled Students Program Services Office, Room SS160. **Only permanently disabled students, guests, or staff members, with a state issued handicapped placard may park in handicapped zones**.

4. **Guests/Guest Speakers**: Special parking for guests and guest speakers is to be arranged through the Campus Security Office, Room SS180. All requests for special parking must be **submitted in writing 24 hours prior** to the arrival of guests and are subject to review prior to approval.

5. **Visitors/Salespersons**: Visitors or sales representatives are not to park on the upper East Campus or in the designated staff parking area of the West Campus, except in the visitors' lot, unless special arrangements have been made in accordance with item 4.

6. **Student Permit Parking**: Any student who intends to park a vehicle on campus must purchase a parking sticker during registration, or at the Cashier's Office, Room SS150.

7. **Loading/Unloading**: No automobiles will be permitted to pick up or deliver students in the Upper East (Main) Campus area except at the loading area provided at the main gate, unless prior arrangements have been made through the Campus Security Office, Room SS180. However, it is permissible to park in 20-minute zones for loading and unloading.

8. **Visitors Parking**: There will be **no student parking** in the Visitors' Lots.

9. **Parking Information**: All inquiries in reference to Santa Barbara City College parking rules and regulations should be directed to the Director of Campus Security, Room SS180, 965-0581, Ext. 2264.

10. **Campus Security Office**: The Campus Security Office is located in SS180. To report emergencies caused by criminal or illegal activity, call the office at Ext. 2264 or 2400, or you may call the switchboard operator (dial 0).

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EMERGENCY PROCEDURES

The Campus Security Office provides security coverage 24 hours a day, year round. Campus Safety Officers patrol the campus on foot, bicycle and vehicle 24 hours a day, year round.

The Campus Security Office may be reached by dialing Ext. 2264 during the day and Ext. 2400 during the evenings and for emergencies or call the switchboard operator (dial 0). Emergency telephones are located in call boxes near the college's main entrance, both La Playa Stadium box offices, the Campus Center, the west end of the campus bridge, the Garvin Theatre, outside of Student Services Building, and the first and third levels of the West Campus parking structure.

1. In case of serious emergency (fire, violent crime, life-threatening health emergency), where time is of the essence in obtaining emergency services:

   Dial 9, then 911. This will connect you with the County Emergency Services -- they will provide the proper assistance.

   Also dial Ext. 2400. This will connect you with Campus Security during and after office hours -- they will provide the necessary support. Campus Security must be notified that outside emergency service has been requested for a campus problem.

2. In case of campus disturbances such as odd behavior or non-threatening medical/mental health emergencies, dial Ext. 2400. A Security Officer can be at the scene in a few minutes.

   For non-emergency injuries or ill students, the student should go to the Health/Wellness Coordinator in SS173, Ext. 2298. Office hours during Fall and Spring semesters are Monday through Thursday from 9:00 a.m. to 3:15 p.m., Fridays from 9:00 a.m. to 1:00 p.m. and during evenings on Monday through Thursday from 5:00 to 7:00 p.m.

   If condition warrants medical treatment off-campus, students are responsible for their own transportation. If the student does not have any means of transportation, the Campus Security Office (SS180, Ext. 2264 during days and Ext. 2400 during evenings) may provide transportation to the hospital.

3. Dangerous or Unsafe Conditions

If you are aware of a dangerous or unsafe condition on campus, please report it as follows:

Physical Plant: District Safety Officer, Ext. 2296/2297 (Facilities)

Medical: Health/Wellness Coordinator, SS172, Ext. 2298.

REPORTING EMPLOYEE ACCIDENTS

All employees are covered under the College's workers' compensation program for injuries sustained "arising out of or in the course of their employment." It is the responsibility of the supervisor of the injured employee to ensure that prompt medical attention is provided and to promptly report (within 24 hours, as required by law), the injury on the "Supervisor's Report of Injury" form. Matters related to worker's compensation insurance and claims are administered by the Business Services Department and all forms should be directed to the Business Services Department, Ext. 2266.

Employees injured on campus may receive first aid and minor first-visit treatment by the Health/Wellness Coordinator located at SS173, Ext. 2298. If in doubt, and the injury is ambulatory, go to the Health/Wellness Coordinator. The case will be referred to a local physician or hospital if further treatment and care are necessary.

All injuries, no matter how minor, must be reported by the injured employee's **supervisor** (using Supervisor's Report of Accident Form #78). This form is essential for substantiating an employee's worker's compensation claim should medical complications later develop.

The forms have been distributed to department chairs and are also available from Campus Safety and Administrative Services.

KEYS

Keys are issued from the Purchasing Office in Room A124 between 10:00 a.m. and 2:00 p.m. each weekday. All key sign-out request forms, which can be obtained in Room A124, must be signed by your department chairperson and/or dean. Only under special circumstances are keys to classrooms issued to instructors. The Facilities and Security departments open and close classrooms each day. Any weekend use of classrooms and/or labs must be scheduled through the Administrative Services Office in Room A124, Ext. 2265.

In order to: A) minimize hazards to the welfare and safety of students, staff, and citizens, B) minimize financial loss to the District from theft, vandalism, and the cost of replacing locks and keys, and C) increase efficiency in the management of this area of operations, the following regulations and procedures were established:

1. Except by written permission of the Vice-President, Business Services, and approval of the Superintendent/President, keys to school district properties shall be issued only to persons who are employees of the Santa Barbara Community College District. The Purchasing Director shall be kept informed regarding any exceptions, shall record such exceptions, and shall coordinate with the Vice-President, Business Services or his staff, if necessary, to recover keys when the period of authorized use expires.

2. A record is kept on District forms covering the key description, serial number, date of issuance, and due date of return. This "Key Distribution Record" shall be signed by the staff member to whom a key is issued for any purpose and shall be kept on file in the office of the issuing authority until said key is satisfactorily cleared.

3. Staff members to whom keys are issued shall use great discretion in permitting their use by any other persons. The temporary release or loan of a key and the possible consequences thereof shall be the direct responsibility of the person to whom the key has been regularly assigned.

4. In accordance with Penal Code, Section 469, "Any person who knowingly makes, duplicates, causes to be duplicated, or uses or attempts to make, duplicate, cause to be duplicated, or use or has in his/her possession any key to a building or other area owned, operated, or controlled by ... or any public school ... without authorization from the person in charge of such building or area or his/her designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor."

5. Faculty not returning in the fall of the following year must turn in their keys to school property to the Purchasing Director in June. Keys required to fulfill summer assignments may be retained or will be reissued immediately.

6. Keys issued for short-term use are to be returned to the issuing authority immediately following the use for which such keys are issued.

7. The required number of keys to the respective school facilities and portions thereof shall be provided by the Purchasing Director. Door keys in this District are made from blanks that are unavailable for public purchase.

8. Broken keys will be replaced without charge to the employee upon receipt, by the Purchasing Manager, of the available broken portions of the key, together with the customary work request.

9. Details on the loss, theft, or unauthorized use of disposition of keys shall be reported immediately to the Purchasing Director.

10. A charge will be billed by the Controller against those who lose their keys as a fee to partially reimburse the District for the cost of re-keying and/or processing the necessary paperwork.

FEES:	
Grand Master Key	*$50.00*
Area Master	*$40.00*
Department Master Key	*$30.00*
Room Key	*$15.00*

EQUIPMENT PURCHASES

Departments are authorized to purchase new or replacement equipment following a ranking process based on overall college-wide needs. The process involves both faculty and administrative review of departmental requests. Discuss specific departmental needs with the department chair.

MAIL INFORMATION

Faculty are assigned mailboxes in the campus mailroom in the Administration Building. Mailboxes should be checked prior to meeting classes. (If you do not find your name on a mailbox, contact the office of Academic Affairs at Ext. 2353.) Official College materials (i.e., temporary and permanent rosters, grade reporting information, etc.) are placed in on-campus mailboxes. It is extremely important that mailboxes be checked regularly and information be returned to appropriate departments in order to meet College deadlines.

Avoid visiting the mailroom between 8:00 a.m. - 10:00 a.m. each weekday. This is when the day's mail is sorted and placed in boxes. Special notes will be placed in mailboxes when there are large packages placed above and/or below the mailboxes or in the Warehouse (Room A121).

Outgoing first-class mail is metered and sent from the Duplicating Center located in A131. All mail must be clearly marked with the sender's name and the departmental budget cost center. Place official College mail in the appropriate baskets in the Duplicating Center. All personal mail is to be deposited directly into the mailboxes located at the Administration Building turn-around. Mail is picked up from these boxes at approximately 10:00 a.m. and 5:15 p.m. weekdays.

POLICY ON USE OF COLLEGE MAILBOXES

1. Only employees of the District shall be allowed to place mail in the mailboxes.
2. Flyers or materials placed in mailboxes should designate the College employee or group responsible for the material.
3. There shall be no restrictions on materials that may be placed in faculty mailboxes.
4. Individuals or groups will not distribute information which is defamatory to the District or its personnel.
5. Commercial material distribution requires the approval of the Vice-President, Business Services.
6. The Superintendent/President reserves the right to remove information which is defamatory to the District or its personnel.

UPS

UPS delivers and picks up each weekday from the Warehouse in Room A121. Please contact the Warehouse personnel for mailing instructions.

TELEPHONES

All College telephones are limited to use for business purposes. Public telephones are available for personal use. The campus telephone system allows callers to reach extension numbers without going through the campus operator and has the capability to route calls and take recorded messages if an extension is busy or does not answer. For questions regarding the telephone and its capabilities, contact the Director, Administrative Services, Ext. 2266.

VOICE MAIL

VOICE MAIL boxes are provided for all office and staff telephones on campus. In addition, a number of voice mail boxes are available for assignment to hourly faculty and/or contract faculty on leave when their office and phone are being used by another party. Individuals may customize their mailboxes by recording a personal greeting. Personal messages should be presented in a professional manner indicating the identity of the individual, office hours and an approximate time when messages will be retrieved.

To call your voice mail box from any touch tone telephone off campus:

Dial 965-0581;
At the system greeting, "Thank you for calling Santa Barbara...", press "#";
Press your extension number and security code at the prompts;
Follow the system prompts as usual and/or refer to your user information card;
Press 3 to erase a message;
Press 9 to leave your mailbox and 9 to exit the system.

Monitor voice mail messages frequently. If you will not be in your office during school breaks, do the following to prevent voice mail overload failure and loss of messages.

1. **DO NOT SAVE MESSAGES**. The total minutes of message storage in the system is limited. **In the event of a system overload, messages will be automatically purged. Saved messages will be erased.**

2. REDUCE MESSAGES. Record a personal greeting on your voice mail informing callers that you will not be in your office during the break and they should call back on ______ date. Adjust your individual wording to fit your personal schedule. Do not solicit callers to leave messages unless

you are committed to retrieving the messages during the break.

3. CHECK AND ERASE MESSAGES frequently during the break. You can access and manage your voice mail from any touch tone telephone on or off campus.

Remember that the voice mail system will automatically erase new messages after 14 days even if they have not been listened to and will erase messages that have been listened to after a period of 7 days. If you require additional help with voice mail, please call the college operator or the Telecommunication Specialist at extension 2456.

FAX

The College has a facsimile machine for College business use only. The College switchboard operator is in charge of all FAX transmittals. FAX transmittals are received 24 hours a day, 7 days a week and sent during regular business hours. The College operator will telephone when a FAX arrives for you and place the message in your mailbox. Outgoing FAXs should be brought to the switchboard. Complete a FAX cover sheet and the operator will send it at the earliest convenience. Departments are charged 50¢ per page for outgoing and 10¢ per page for incoming FAX messages. Incoming FAXES must contain the recipient's name to ensure proper notification and delivery.

THE SBCC FAX NUMBER IS 805/963-7222

GUIDELINES FOR USE OF ELECTRONIC MAIL

Appropriate Use

- E-mail is a valuable and convenient means of communication for faculty and staff, as long as proper etiquette is observed.
- Primary use of e-mail will be for college business.
- Personal uses should be done outside College business hours or during breaks. Excessive use for personal purposes is not allowed.
- Use of College e-mail for unsolicited commercial messages unrelated to college business is specifically prohibited.

Security

- E-mail is intrinsically insecure (stored in computer files, backed up to tape, transmitted over communication lines without provision to prevent access). Do not send sensitive or confidential messages/files.

- Computer files (including e-mail) stored on College computers are College property, and subject to access by appropriate authorized personnel.

TIPS: Electronic Etiquette and Others

- Most importantly, be courteous; don't e-mail in anger
- Use humor, especially sarcasm, with care; it is often misunderstood.
- DO NOT USE ALL CAPS; IT IS EQUIVALENT TO SHOUTING.
- Messages sent in confidence should not be forwarded to others without consent of the originator.
- Do not alter the text of someone else's message (not even to correct typographical errors).
- Avoid use of language that may be offensive or harassing to others.
- Some people send/receive numerous messages, so:
    - Be selective with announcements - "spamming" (indiscriminately mailing to everyone possible) can be annoying.
    - When replying to a short message, use "Include Message Received from Sender" option so s/he will know the context of your reply.

Developed by the SBCC Campus Computer Coordinating Committee (9/96)

ID CARDS

Staff ID cards may be obtained at the library circulation desk. The ID card is required to check out books at the library and to use other Learning Support Services.

FOOD SERVICE

Campus Center: *Breakfast* is served in the Campus Center Monday through Friday, 7:30 a.m. to 10:30 a.m.

Lunch is served from 10:30 a.m. to 1:15 p.m. Monday through Friday.

Snack Bars: The Main Campus Snack Bar is open from 7:30 a.m. to 8:30 p.m. Monday through Thursday. On Fridays it is open from 7:30 a.m. to 1:15 p.m.

The West Campus Snack Bar is open from 7:30 a.m. to 8:30 p.m. Monday through Thursday. On Fridays it is open from 7:30 a.m. to 1:15 p.m.

Gourmet Dining Room: The HRC Gourmet Dining Room is available for lunches Monday through Friday and dinners Thursday and Friday only. Reservations required, Ext. 2773.

Coffee Shop: The Coffee Shop is open for lunch from 11:00 a.m. to 1:00 p.m. Monday through Friday.

Catering: Catering is available seven days a week, all hours. Call extension 2888 for menus, prices and availability. All types, from coffee and donuts to buffets to fine dining, etc.

SBCC EMPLOYEE WELLNESS PROGRAM

SBCC supports and encourages a Wellness Program for its employees in order to assist in efforts to attain good physical fitness and well-being. Any employee who successfully completes a Physical Fitness/Wellness course through the credit or non-credit program is entitled to reimbursement up to $35.00 per year upon submission of proof of enrollment and completion of the courses. Special programs for weight loss and smoking cessation may receive additional reimbursement.

In addition, the Wellness Program offers health awareness information via seminars, special programs, health fairs and through weekly bulletins in the College Memo. For further information, please contact the Human Resources Office (Ext. 2258) or the Health/Wellness Coordinator (SS170, Ext. 2298).

PUBLICITY & NEWS RELEASES

The College Information Office, Room A116, Ext. 2307, is responsible for the distribution of publicity to off-campus media. Students and faculty organizations desiring publicity about an event should contact this office at least three (3) weeks prior to the event. The office is open during normal school hours. All news releases should be cleared through the Department Chair and are subject to the Superintendent/President's approval.

LOST AND FOUND

Information regarding lost or found articles shall be reported to the Student Activities office in the Campus Center, Room CC217.

POSTERS & ADVERTISEMENTS

Posting of advertisements and posters on the kiosks on either side of the bridge between east and west campus and the kiosk between Student Services and the Administration

Building must be approved by the Director, Student and Alumni Activities. Areas for posting inside buildings are monitored by the employees of those buildings. Permission to post in those areas must be obtained from department chairs and/or deans for those areas.

ACRONYMS

College-Wide:

ADA	Average Daily Attendance
ADN	Associate Degree Nursing Program
ASB	Associated Student Body
ASSC	Academic Study Skills Center
BOGG	Board of Governor's Grant
CAC	Career Advancement Center
CAD	Computer-Assisted Drafting
CAI	Computer-Assisted Instruction
CAP	College Achievement Program
CARE	Cooperative Agencies Resources for Education
CNA/HHA	Certified Nursing Assistant/Home Health Ass't
CNEE	Computer Network Engineering and Electronics
CSEA	Classified School Employees' Association
DSPS	Disabled Student Programs and Services
EOPS	Equal Opportunity Programs and Services
ESL	English as a Second Language Program
F & O	Facilities and Operations
FRC	Faculty Resource Center
FSA	Faculty Service Area
FTE	Full-Time Equivalent
FTES	Full-Time Equivalent Students
HRC	Hotel/Restaurant/Culinary (Food Services)
IA	Instructors' Association
IDC	Interdisciplinary Building
IGETC	Intersegmental Gen. Ed. Transfer Curriculum
IRD	Information Resources Department
ISSP	International Students Support Program
LAC	Learning Assistance Center
LSS	Learning Support Services
MAT	Multimedia Arts and Technology Program
MDT	Marine Diving Technology Department
MET	Multicultural English Transition Program
MQ	Minimum Qualification
SCA	Skills Competency Award
TAP	Transfer Achievement Program
TLU	Teacher Load Unit
VN	Vocational Nursing
WSCH	Weekly Student Contact Hour

Committee-Specific:

AP	Academic Policies
CAC	Curriculum Advisory Committee
CPC	College Planning Council
DTC	District Technology Committee
FEC	Faculty Enrichment Committee
ITC	Instructional Technology Committee
P & R	Planning and Resources Committee

FACULTY RESPONSIBILITIES

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FACULTY RESPONSIBILITIES

CONTRACT FACULTY JOB DESCRIPTION (#1510)

The Santa Barbara City College faculty member is committed to providing quality instruction and to creating and maintaining an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues, as outlined in the Mission Statement of the College.

The primary duties of faculty members of Santa Barbara City College are those duties related to curriculum and teaching. The teaching assignment for a full-time faculty member is thirty (30) TLUs (Teacher Load Units) per year, divided between lecture and laboratory classes, as determined by the department. In addition, class preparation time, committee work, departmental meetings and office hours are included in the faculty member's responsibilities. Faculty members are also expected to work with their peers in developing departmental and College-wide policies and to be available to advise students in academic and professional matters.

The instructional staff of SBCC is divided into departments and divisions. Each faculty member is supervised by his/her department chairperson and may be responsible for the supervision of departmental aides. The Dean of Academic Affairs for a division is the administrative supervisor.

The division senator is a faculty member elected by the departments within each division. The division senator is the division's representative for the college Curriculum Advisory Committee (CAC) and College Planning Council (CPC) and serves as the division's liaison to the respective dean.

Instructional Responsibilities

1. Prepares and submits current course syllabi to the department chair.
2. Informs students of course objectives and requirements (exams, written work, field trips, etc.) during the first week of the semester.
3. Defines grading policy at start of the course and abides by it.
4. Presents course content according to planned schedule and course outline.

5. Adheres to time parameters for class period (begins and ends class on time).
6. Demonstrates knowledge of subject.
7. Presents material at students' level of understanding.
8. Demonstrates interest in student mastery of course content.
9. Speaks clearly, communicates effectively.
10. Encourages student participation and questions.
11. Demonstrates respect for students.
12. Is consistent in enforcing rules.
13. Administers tests that are consistent with course objectives.
14. Returns graded materials promptly.
15. Maintains accurate records of students' grades and attendance.
16. Informs students of progress and standing in class.

Related Instructional Responsibilities

1. Posts and maintains office hours for student consultation (five hours per week for full-time faculty members spread over five days).
2. Clarifies questions regarding course objectives and content and assists students with study problems.
3. Assists students in evaluating their potential achievement in the instructor's subject field -- when requested.
4. Shares information regarding employment opportunities in the instructor's field -- when requested.
5. Refers students to appropriate College resources for information or further counseling as necessary.
6. Submits records of attendance, grades and other reports to designated campus offices on time.
7. Schedules field trips and course requirements that may conflict with other scheduled classes through the

Office of Academic Affairs according to College policy. (See policy regarding scheduling field trips.)

8. Participates in departmental selection of textbooks, supplies, equipment, and other instructional support materials.
9. Participates in the evaluation of existing departmental courses and the development of new departmental offerings.
10. Assists in development of departmental information for the College Catalog and Schedule of Classes.

Other Professional/Academic Responsibilities

1. Adheres to work schedule outlined by annual contract.
2. Reports illness/absences according to College protocol. (See policy regarding reporting illness/absence.)
3. Attends scheduled faculty meetings, department meetings and meetings of committees to which assigned. (See policy regarding committee participation.)
4. Participates in establishing goals and curriculum planning and evaluation for assigned area.
5. Initiates evaluation of own performance and participates in evaluation of other College personnel in accordance with District policy.
6. Maintains open communication between area of instruction, other areas of the College and the community.
7. Participates in recruitment, selection and orientation of new staff in department or area.
8. Assists with recruitment and selection of students, as appropriate to area of instruction.
9. Participates in the College planning activities (three-year and five-year plans).
10. Develops proposals for institutional research, grants, and special projects as feasible.
11. Participates in commencement ceremonies in academic dress, unless excused by the Vice-President, Academic Affairs and/or the President of the Academic Senate.
12. Attends District in-service days.

Approved by Board of Trustees: 12/11/86

COURSE DEVELOPMENT

New courses are developed or existing courses modified to strengthen the educational program and to meet the needs of the students and the community. Courses will be approved only if they fit within the scope and philosophy of the College as it relates to public education in California. Courses will be offered provided sufficient personnel, funds and facilities are available. New course proposals and proposed course modifications are submitted to the Curriculum Advisory Committee for approval.

Proposed new courses or new programs should be included in the department's goals and objectives. New course proposals must be approved by the department chair, articulation officer and academic dean prior to submitting the course to the Curriculum Advisory Committee.

Curriculum policies and forms are available on-line or through the Academic Senate Office, Room A117B, Ext. 2217.

COURSE OUTLINE

Departments are responsible for preparing and maintaining current course outlines which are submitted to the Academic Senate Office. A complete file of course outlines is maintained on-line and in the Academic Senate Office, A117B. A review of course outlines in the master course file is included in the department's Program Review Process. Course of study outlines must be in accordance with SBCC's approved format. For assistance in developing or modifying course outlines, contact the Curriculum Committee Chair.

SCHEDULE OF CLASSES

Development of the schedule of classes is the responsibility of the Vice-President, Academic Affairs, who works closely with the instructional departments through department chairs, and area deans. Schedules, tailored to the needs of Santa Barbara City College and its students, are prepared well in advance of the semester to allow students to take advantage of priority registration.

Faculty member schedules are determined in consultation with the department chair and approved by the appropriate division dean.

COLLEGE CATALOG

The College Catalog is the official publication of the College. It is available upon request from the Academic Affairs Office. The Catalog is reviewed and revised annually. Corrections and/or deletions in any department should be brought to the attention of the department chair. Curriculum related changes must be approved by the Curriculum Advisory Committee.

TEXTBOOK SELECTION

Department chairs and faculty have joint responsibility for selecting appropriate textbooks for courses. Faculty are encouraged to use texts for two years to allow students to purchase used textbooks. Instructors are encouraged to use texts for two years. This procedure is established primarily to benefit students in the purchase of used textbooks.

TEXTBOOK ORDERS

Textbook orders are due in the bookstore by the following dates:

Fall Semester: Due May 15

Spring Semester: Due November 15

Summer Semester: Due April 15

To receive a complimentary desk copy from the publisher, faculty are to contact the publisher directly. The Textbook Buyer will provide phone numbers as needed. Any questions regarding textbooks or class materials should be directed to Bookstore Manager John Lorelli or the Textbook Buyer Kathleen Finn.

BOOKSTORE HOURS

1st 2 Weeks of Each Semester:	7:00 a.m. - 7:00 p.m.	M - TH
Remainder of Semester:	7:45 a.m. - 6:00 p.m.	M - TH
	7:45 a.m. - 4:00 p.m.	F

Closed Friday evening and weekends.

CLASS PREPARATION

1. Obtain course outlines from the department chair for the courses to be taught.

2. Determine the expected enrollment for the course to ascertain the number of spaces available to students wishing to add. **Check with the department chair regarding department policies on adding students**. Minimum class size is 20.

3. Textbook orders should have been submitted the prior semester. If not, submit an order as soon as possible. If textbooks have been ordered, obtain a copy from the bookstore.

4. Plan course to ensure that all relevant material is covered and time is allowed for review before the final examination. (The Final Exam Schedule is printed in the Class Schedule.)

5. Prepare and duplicate a one or two page handout containing information about the course goals, texts, requirements grading and attendance policies. Include expectations of student conduct during exams and how cases of cheating on assignments or exams will be handled. Distribute the syllabus during the first class meeting and submit a copy to the department chair.

6. Temporary rosters are distributed to faculty mailboxes prior to the first day of classes. (Mailboxes are located in the Administration Building, Mailroom.) **Review the instructions attached to the roster**. A wait list may be attached. Students on the list have first priority for vacancies created by students who do not attend the first class meeting.

7. Most classrooms are unlocked during regular college hours. Obtain a key to the classroom if necessary.

8. Become familiar with the learning resources available to faculty and students: Faculty Resource Center, Luria Library, LAC, Academic Study Skills Center, Writing Lab, CAI Lab.

9. Become acquainted with the services available to students, e.g. tutoring, counseling, financial aid, and special programs for the disabled.

FIRST CLASS SESSION

1. Arrive before the scheduled beginning time of the class. This will let students know that punctuality is expected.

2. Introduce yourself. Write your name, course and section number, meeting times and days on the board. Often students have a difficult time locating their classes or identifying their instructors by name.

3. Distribute and review the course syllabus. Encourage questions about course requirements, prerequisites, grading and attendance policies, all of which need to be stated **in writing** in the course syllabus.

4. Inform students how they may contact you outside of class. (A phone number, a note in your mailbox, e-mail address, a regularly scheduled office hour--whatever will work best.)

5. Establish some means (e.g., telephone tree) to get in touch with students should the need arise. A list of phone numbers of students will be distributed after a few weeks on the permanent roster.

6. Review college regulations. Note that smoking, drinking or eating are not permitted in the classroom; no alcohol is allowed on campus; parking is by permit only in all SBCC lots.

7. Try to learn a little about the students at the first class session. Make an effort to learn names as soon as possible.

8. Take attendance. Wait until the end of the scheduled time to mark absent any students who do not attend the first class meeting. This allows adequate time to find the classroom for those who get lost or have trouble parking.

9. At the end of the class period, add students on the wait list to fill vacancies left by "no shows." If there is still room, sign add cards for others who wish to enroll, until enrollment reaches the maximum allowed for the course. Most instructors wait until the second class meeting to drop students who have not attended.

10. **Meet for the entire scheduled time** and plan to have the students learn something that first class session. Research has shown that the first day of class sets the tone for the whole semester. Students are motivated to

learn when faculty arrive promptly, provide evidence of careful planning, conduct class in a friendly, business-like manner, and assure that some meaningful learning experience takes place that very first meeting. It is by such means that SBCC has achieved its reputation for teaching excellence.

TIPS FOR EFFECTIVE INSTRUCTION

A. The instructor's role is to facilitate learning, not just to impart information! Learning is facilitated by instructor preparation and planning that includes a variety of presentation methods, including:

- Student involvement in question and answer sessions
- Discussions
- Collaborative learning
- Group problem-solving
- Demonstrations
- Brainstorming
- Debating
- Student reports and summaries (written and oral)
- Panel presentations
- Role-playing
- Use of films, videos, slides, overhead transparencies, videodisks, computer programs
- One-minute assessments of learning

B. Effective teaching also includes:

- Clearly stated goals and objectives
- Regular testing to see that the goals and objectives are being met
- Assignments that require writing
- Prompt grading and return of assignments

- Instruction and encouragement of effective study practices

FIELD TRIPS

When field trips are planned as an extension of classroom activities, every effort should be made to schedule them to avoid interference with the student's other college responsibilities. In so far as possible, schedule field trips to avoid the beginning and ending weeks of the semester. Inform the department chair of the field trip at least one (1) week prior to departure.

Provide the Office of Academic Affairs (A113) with a list of student participants, the date(s) of the field trip, the location, and the itinerary including points of contact. Field trip forms may be obtained from the Office of Academic Affairs (A113). It is the responsibility of the student to inform their other instructors of their planned absence as soon as the field trip dates are known.

Requests for college van or bus transportation are made through the Facilities-Operations Office at least two weeks before the trip is scheduled.

Students participating in approved field trips or athletic trips or representing the Associated Students at conferences will be excused from classes. These students are **NOT** to be marked absent.

Students are expected to travel with the group to and from the event. In the event of a deviation from this procedure, a written notice must be on file **prior to** the trip. This notice must be signed by the Vice-President, Student Affairs. No student athlete may travel in his/her own car to any athletic conference.

A faculty advisor must obtain approval from the Superintendent/President before a student group is encouraged to attend a conference or other function which will necessitate out-of-state travel.

MAKE-UP WORK

Instructors should impress upon the students that make-up assignments will not be accepted unless there is a justifiable cause. It is the student's responsibility to find out what work has to be made up. Make-up work may receive reduced credit.

SECURITY OF COURSE EXAMINATIONS

1. Examination materials should be safeguarded at all times.
2. Faculty should inform students of the content and format of the examination prior to the exam period.
3. Faculty should remain in the classroom during the entire examination period.
4. Faculty should occasionally move around the room during the examination period.
5. The procedure for submitting the examination should be explained to the students before the examination begins.
6. Books and papers brought to the examination room by the students should be placed out of sight.
7. No more than one student at a time should be allowed to leave the room during the examination period.
8. The individual faculty member's policy on make-up examinations should be described in the course syllabus.
9. Grades posted publicly should refer to the students by code rather than by name.

Copies of the Board Policy on Standards of Student Conduct are available from the Dean of Student Affairs or Deans of Academic Affairs.

FINAL EXAMINATION SCHEDULE

A final examination schedule is prepared each semester by the Office of Academic Affairs. A final examination may be scheduled on a day and at a time other than a day or time during which the course normally meets (this includes Saturdays). **All classes will meet in accordance with the published Final Exam Schedule** unless other provisions are made with the Vice-President, Academic Affairs. Examination periods will be as follows:

Classes of 3 or more units: Two Hours

Classes of fewer than 3 units: One - Two Hours

Students are required to take final examinations as scheduled. Any exception to this policy must be petitioned and approved by the Vice-President, Student Affairs. Jobs, airplane schedules, family gatherings, or rides home do not constitute sufficient reason to change examinations. Three finals scheduled on the same day will be sufficient cause for a change.

Should an absence from a final examination occur, the student should notify the faculty member as soon as possible, preferably before the examination starts. The reason must be acute and necessary. Illness must be verified by a doctor and other excuses must be verified. In all cases, the faculty member involved will be notified and appropriate arrangements will be determined in consultation with the faculty member.

STUDENT CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) prohibits the following:

- Sharing nondirectory information with parents
- Including GPA in a written recommendation without the student's consent.
- Identifying students and their GPAs in a public meeting, even though the students' representative may have done so in a similar open forum. (There is no implied consent with FERPA.)
- Discussing students' grades in class or distributing graded exams or papers in such a way that the grades may be seen by other students.

POSTING OF GRADES BY FACULTY

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is also violation of FERPA requirements. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

Instructors who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic. Another method to notify students of final grades prior to official institutional notification is to ask them to submit a self-addressed postcard with the course name/number on the message side for mailing to the student.

COLLEGE PLANNING

An essential aspect of governance is college-wide planning. At the present time the college is utilizing a three-year planning process to develop the College Plan. In addition, there is a District Technology Plan developed through the District Technology Committee and a College-Wide Staff Development Plan. These plans are reviewed annually and revised as necessary. Departmental Planning occurs through the Program Review Process described in the next section.

PROGRAM REVIEW

The primary objective of program review is to improve the quality of education at SBCC. The purposes of program review are:

A. To evaluate how well the program functions in relation to the mission of the college, the college's plan, and the department's objectives and goals.
B. To improve the instructional program and promote student learning and the achievement of desired educational outcomes.
C. To aid the department and the college in planning and decision making.

The Timeline for Program Review is as follows:

A. Program review will be scheduled at five-year intervals.
B. Planning for program review with the area dean and the Vice President, Academic Affairs will be scheduled during spring semester prior to the semester in which the report is due.
C. Departmental work on program review activities will be completed during the fall semester. Activities may be scheduled during flex week.
D. The self study report containing the results and recommendations of the program review is to be completed by December 1.

See District Policy #4170 for additional details.

ADDING AN INSTRUCTIONAL PROGRAM, DEPARTMENT OR MAJOR

A. New programs, departments or majors may be proposed by faculty and/or administrative staff in any department/area on campus.
B. A preliminary proposal including a description of the need, appropriateness of the proposed program to the community college setting, proposed courses (new and/or existing) and other program requirements shall be developed by the

originator of the proposal and submitted to the appropriate dean.

C. The Vice President, Academic Affairs meets with the faculty and area dean affected by the proposed program to discuss the rationale for the proposal and potential effects on the college and advises the Academic Senate President.* The following issues shall be discussed and resolved:
   1. determination of status (e.g. new program, new department, reconfiguration of existing programs or department);
   2. staffing issues (e.g. projected faculty needs, classified support, designation of department chair and/or program director);
   3. designation of minimum qualifications and faculty service area(s) for faculty teaching in proposed program;
   4. space and other resource implications;
   5. program support issues (e.g. articulation, listing of courses in catalog, required student support services, etc.).

D. The Vice President, Academic Affairs meets with the Academic Senate to discuss the rationale for recommending (or not recommending) to the College President and the Board of Trustees the new department/instructional program.

E. After completing the consultation process, the following actions will be taken:
   1. the Vice President, Academic Affairs will discuss with the College President the proposal to initiate the new program;
   2. a new program and/or program modification proposal will be developed and submitted to the Curriculum Advisory Committee (CAC);
   3. when approved by CAC, the Vice President of Academic Affairs and the College President, the proposed program will be submitted to the Board of Trustees;
   4. if required, the proposed program will be submitted to the Chancellor's Office for approval.

F. Once a program is initiated, requests for leadership stipends, new positions, equipment, and/or other resources will be submitted through the existing request/allocation processes.

Approved Board of Trustees, March 26, 1998

DROPPING AN INSTRUCTIONAL PROGRAM, DEPARTMENT OR MAJOR

A. The Vice President, Academic Affairs, meets with the faculty, area deans and staff in the departments to be affected by the proposed program elimination to discuss the rationale for the actions being considered. The initial consultation process shall include discussion with the Academic Senate President, Student Services staff, departments that provide (or receive) a service function to (or from) the affected program, and the Board of Trustees.

B. The Vice President, Academic Affairs, meets with the Academic Senate to discuss the rationale for recommending the elimination of an instructional program.

C. The Academic Senate will invite the department to provide its perspective on the proposal.

D. The Academic Senate will provide an advisory recommendation to the Administration either endorsing or not endorsing the proposed plan for program reduction.

E. In instances where the proposal to eliminate a program will result in faculty reassignment(s) or layoff(s), the Vice President, Academic Affairs will meet with the president of the Instructors' Association to discuss the rationale and implications of the proposed plan.

F. After completing the consultation process, the Vice President, Academic Affairs will forward a recommendation regarding the program to the College President.

G. The College President will submit his/her recommendation to the Board of Trustees for review and approval.

Approved Board of Trustees, March 26, 1998

PROCESS FOR IDENTIFYING FACULTY PRIORITIES IN FACILITIES PLANNING

A responsibility of the Planning and Resources Committee of the Academic Senate is to advise the Academic Senate and the Vice President, Academic Affairs on long-range instructional facilities needs of the college, and to develop a list of priorities related to instructional space. The purpose of this document is to describe a process that ensures input from faculty and staff related to projected programmatic and/or discipline specific needs and provides for faculty involvement in determining institutional priorities for space utilization. Through consultation with faculty serving on the Planning and Resources Committee, the Academic Senate, the Vice Presidents of Academic Affairs and Student Affairs and the Superintendent/President, the following principles and process for facilities planning have been developed.

Principles Related to Facilities Planning

1. Current facilities should be maximally used.

2. Planning shall address future needs as well as current needs.

3. Proposals for new or reconfigured facilities shall be consistent with the mission and goals of the college and the College Plan.

4. Proposals that allow the college to offer instruction and/or services required to support instruction and college operations in a more effective and efficient manner will be given higher priority.

5. In planning for new construction, the college will maintain open areas along the bluffs.

6. New construction will be consistent with the overall design of the campus.

7. Issues related to universal access and safety or other mandated requirements will be addressed in all planning.

8. Projected equipment needs for facilities and costs of ongoing maintenance shall be included with preliminary planning.

9. Community needs will be taken into consideration with facility planning.

10. Faculty, through the Planning and Resources Committee of the Academic Senate, will review and rank proposals for instructional facilities (classrooms and laboratory space, and instructional services).

Process for Identifying Facility Needs

1. Departmental faculty, in consultation with area deans, will identify projected facility needs. Proposals will address the factors specified below.

2. The list of proposed instructional facility needs will be reviewed and compiled into a preliminary proposal by the deans, Vice President for Academic Affairs and the President of the Academic Senate.

3. The proposal developed by the Office of Academic Affairs, along with documentation regarding facilities needs from departments, will be forwarded to the Planning and Resources Committee for review and ranking. Department chairs will be provided with a copy of the proposal.

4. Proposals for non-instructional facility needs, drafted by the vice presidents and staff of their respective areas (Student Affairs, Business Services, I.R.D.) shall be made available to the Planning and Resources Committee as an information item.

5. The Planning and Resources Committee will review proposals and develop a list of priorities related to instructional space. The facilities proposals and list of priorities will then be submitted to the Academic Senate for review and endorsement.

6. The Academic Senate will review the long range plan for proposed instructional facilities and submit its recommendations to the Vice President, Academic Affairs.

7. The Vice President, Academic Affairs, will submit the final proposal to the College Planning Council (CPC) and the Superintendent/President.

8. At such time as new facilities (or remodels of existing facilities) are approved by the Board of Trustees, faculty and staff who will occupy the facility will be consulted regarding configuring, equipping and decorating the space.

Developing and Ranking Facilities Requests

The following issues should be addressed by departments when developing proposals for facility needs. Respond to all questions that apply to the particular request and attach other pertinent information. Responses to these questions and review of supporting documents shall serve as the framework for the evaluation and ranking of proposals.

1. To what extent are existing facilities inadequate or severely limited in meeting program needs? To justify new facilities and/or renovation of existing facilities, cite program needs such as numbers of students, WSCH/FTES, etc.
2. To what extent do program or curriculum changes and/or changes in instructional delivery necessitate reconfiguration of existing space or relocation to new space? Consider such factors as how the proposed changes will accommodate a variety of methods of instruction (e.g. courseware development, applied laboratory experience, on-line instructional delivery, audio/ video production, etc.).
3. To what extent will instructional development and/or delivery be more effective and efficient in the new or reconfigured space? To what extent will it enable the college to serve more students in both the new facility and the vacated existing facility?
4. To what extent will inter-departmental alliances be promoted by or result in more efficient use of facilities and resources?
5. To what extent will instructional support and/or student services be offered more effectively by the proposal and enable the college to better serve more diverse student needs?
6. To what extent does the proposed facility provide offices and work areas for faculty and staff?

Approved: Academic Senate 4/15/98

FLEX DAYS

Introduction

In January 1998, the SBCC Board of Trustees approved a modification to the Academic Calendar to incorporate six (6) mandatory plus one (1) optional flex day into the current calendar. Five Flex Days are scheduled prior to beginning instruction in the Fall semester and one (1) Flex Day is scheduled prior to Spring semester. One (1) optional departmental day is available in Spring to be scheduled in consultation with area deans. Flex time includes both campus-wide activities and departmental (or division) professional development activities.

Overall Goals of Flex Days

- To enhance instructional effectiveness and increase faculty efficiency by providing a concentrated period of time for faculty to participate in planning for educational initiatives, curriculum development, learning to use alternative modes of instructional delivery and changing pedagogical approaches, and to develop skill in the use of technology to enhance instruction and promote student success.
- To support achievement of goals outlined in the College Plan. These include: a) strategies on promoting student success, b) developing alternative methods for delivering instruction to increase student access to courses, c) using technology effectively to deliver instruction and, d) developing curriculum initiatives that respond to changing needs of students, the college and the workplace.

Faculty Responsibilities and Flex

- A flex day, as described by Title 5, is six hours of participation in an approved professional development activity.
- Adjunct faculty will be expected to participate in flex week activities at a rate equal to the number of hours they would have been in classes during the week. An evening training option will be offered to accommodate the needs of some adjunct faculty.
- Non-teaching faculty (who are unable to participate in flex-week activities) will have the option of scheduling their department's professional development activities during the semester, in consultation with and at times approved by the area dean.
- Contract Non-completion: If a faculty member does not complete his/her flex obligation, the person's pay will be docked by the number of hours not fulfilled. An excused absence (illness, death in the family) is treated as if the instructor has been absent during a regular school day (sick/bereavement).

COMMENCEMENT

Commencement is the time to congratulate those students who have completed their degree or certificate programs. This day is a contract day for full-time faculty. An absence from commencement must be reported to the Office of Academic Affairs. Part-time faculty are invited but not obligated to participate in commencement.

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GENERAL EMPLOYMENT RESPONSIBILITIES

MINIMUM QUALIFICATIONS

In order to be employed in a California Community College, Title V of the California Education Code, requires that faculty members:

1. Possess the minimum educational qualifications prescribed by the California Community College Board of Governors for their respective discipline or have the "equivalent."

OR

2. Possess a valid California Community College Credential in the subject discipline.

Assistance regarding minimum qualifications or credentials is provided by the District Human Resources Office. Contact Shar-Lynn Timm, Ext. 2259.

FACULTY SERVICE AREAS

Each tenure-track faculty member is assigned to a Faculty Service Area (FSA) in accordance with the discipline required for their job assignment. Faculty Service Areas will be utilized if a reduction in staff is necessary. The Education Code states that a tenured faculty member cannot be terminated while any employee with less seniority is retained to render service in a faculty service area in which the senior employee is both qualified and competent.

Faculty who meet the minimum qualifications and district competency standards are eligible to apply for additional FSAs'. Refer to District Policy #2331 in the district policy section of this manual for complete information on FSAs.

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ACADEMIC TITLE POLICY

(subject to revision per AB 1725)

TITLE	QUALIFICATIONS
Lecturer	Hourly/Adjunct Faculty
Probationary Instructor and Instructor	First four years (probationary), and those with less than the requirements for Assistant Professor
Assistant Professor	Fifth, sixth, seventh and eighth years of teaching, plus requirements for Class III.
Associate Professor	Ninth year of teaching and beyond; plus requirements for Salary Class III
Professor	Fourteenth year of teaching, plus requirements for Class V **or** tenth year of teaching, plus an earned Doctor's degree.

Criteria Used in Establishing Above Titles

A. Only college teaching will apply.

B. Reciprocity will be given for moves on the college level (for years of service and previous titles).

C. Experience in summer school teaching, part-time adult education teaching, and a military teaching does not apply to titles higher than that of a lecturer.

D. Sabbatical leave time and teaching experience at a school of nursing do apply.

E. Length of Service -- Those who are on a part-time contract (4/5, 2/3, etc.) will advance proportionately. A person must serve 75% of the number of days in a school year to be granted an advancement to the next title. (For printing in the Catalog, length of service is determined as of the next academic year.)

F. Units Completed -- Based upon those completed units approved and accepted by the Academic Freedom and Professional Standards Committee.

G. Counselors are to be included in these procedures.

H. Academic titles or academic designation will be those officially awarded by an **accredited academic institution** and recognized by SBCC.

Board of Trustees Approval: 12/9/65
Revised by Board of Trustees: 2/68; 4/26/73; 11/18/87; 6/20/92

COMPENSATION

1. *Determination of Salary Schedule*

   Salary schedules for all faculty are determined annually by the Board of Trustees. Refer to negotiated collective bargaining agreements for current salary and benefit schedules.

2. *Personnel Benefits*

   The District provides a specified amount for the personnel benefits program. Employees must maintain the District-sponsored medical insurance, life insurance and income protection plans. If the employee is covered by another comparable insurance program, a waiver may be applied for through the Human Resources Department subject to approval by the Vice-President for Human Resources. An employee may use the remaining balance for one of the District approved tax shelter annuity plans, additional life insurance or dental insurance. Refer to the negotiated collective bargaining contract for benefit details.

CONTRACT FACULTY WORKING DAYS

Full-time faculty (i.e., instructors, counselors, FRC and LSS Directors, librarians and the nurse) are assigned on the basis of ten (10) calendar months of service. The contractual obligation to the District is to serve the number of days set annually by the Board of Trustees for a full-time, ten (10) month assignment.

The faculty contractual obligation includes six mandatory and one optional flex day and commencement. Flex days provide the opportunity to share college-wide information, to exchange ideas with faculty colleagues, and to stimulate personal professional growth. Graduation is a time to participate in celebrating the accomplishments of students with their family and friends. For additional information, refer to Policy #1600 in the District Policies section of this manual.

FACULTY TEACHING LOAD

The full-time teaching assignment is fifteen (15) teacher load units (TLUs) per semester, 30 TLUs per year. Unbalanced loads are permitted in Fall and Spring semesters, subject to approval by the Vice-President, Academic Affairs. For information on calculation of TLUs, underloads or overloads and banking of TLUs, refer to District Policy

#1900 Instructor Load in the District Policies section of this manual.

REPORTING ABSENCES

According to district policy #2022.51: "A contract or regular faculty member who is absent from work because of illness or injury any day during the basic five-day work week shall report the absence to the Office of Academic Affairs and shall have deducted one (1) day of accumulated illness leave for each 'full day' of absence reported. The absence shall be reported whether or not the instructor is scheduled to teach. When a contract or regular faculty member teaches part of a day, that day will be counted as a 'full day' of teaching and no illness leave will be deducted; a full day absent will be counted as one (1) day of illness leave."

The Academic Senate recognizes the obligation to provide instruction consistent with the schedule of classes. In the event of a faculty absence, every effort will be made to properly notify students and colleagues and to obtain a qualified substitute. To ensure consistency in the procedures used by certificated faculty in reporting absences, the following procedures will be used by certificated faculty to report absences.

1. When an absence is planned (e.g. surgery, personal necessity), the faculty member is expected to notify the department chair and the dean in advance of the absence to make arrangements for covering classes and/or other duties.

2. When an absence is unexpected, the faculty member is required to call the Office of the Vice President for Academic Affairs to report an absence from one or more classes, at least one hour prior to the individual's first class.

3. If a qualified substitute cannot be identified, the Office of Vice President for Academic Affairs (or designee) will be responsible for having a notice posted that the class is cancelled.

4. The appropriate dean, department chair and payroll will be notified of the absence by the Office of Vice President for Academic Affairs.

5. The faculty member is expected to "call in" each day during a period of absence unless it is known and reported, in advance, that the individual will be absent for a specified number of days.

6. Absence Forms for an entire day of cancelled classes are forwarded to Payroll. Absence Forms for cancelling one or more, but not all of a faculty member's classes on a given day, will be kept on file in the area dean's office.

7. In departments where there are special procedures for reporting absences, faculty members are expected to follow those procedures in addition to notifying the Office of the Vice President for Academic Affairs.

8. Prior to participating in an off-campus college-approved activity (e.g. conferences, field trips, site visits), faculty members must submit a Travel and Conference Request Form and obtain approval from the appropriate dean. Participation in approved off-campus college activities is not considered an absence, however, approved Travel and Conference Forms must be on file to ensure that a substitute is obtained and the faculty member is covered under the college's accident liability insurance.

* Non-teaching faculty in Student Affairs follow the established procedure for that area.

Approved : Academic Senate 4/15/98

CHANGE OF STATUS

To ensure the maintenance of correct personnel records, inform the Human Resources Office (SS230, Ext. 2261) of any of the following changes:

- Address or phone number (even if unlisted)
- Marital status
- Birth or death of an immediate family member
- Legal name change
- Citizenship status
- Designation of beneficiary (retirement, life insurance, etc.)

POLICY ON COMMITTEE SERVICE (#1520)

Guidelines for Faculty Committee Service

1. Committee service is a significant professional responsibility of all members of the certificated staff. All full-time faculty are expected to serve on at least one Academic Senate or College committee

during each academic year, except their first full year and years that the faculty member is on leave.

2. In lieu of service on a committee, individual faculty may serve the College community in an alternative manner. Such alternative service includes advising an academic club.

3. Faculty members may petition for waiver of committee service based upon extenuating circumstances; e.g., the unusual time demands of a particular teaching assignment, involvement in special projects related to teaching and/or departmental duties, extreme personal hardship, etc. Such requests should be submitted **in writing** to the President of the Academic Senate who will forward the request to the Academic Policies Committee. That committee will review the request and make a recommendation to the Academic Senate, which will then approve or disapprove the waiver.

4. Committee (or alternative) service will be included as part of the criteria for regular faculty evaluation.

5. Committee chairs are to notify the President of the Academic Senate whenever a committee member becomes a non-participant (i.e., when the individual has missed three (3) or more consecutive meetings without just cause) so that:

   a. The President of the Academic Senate can meet with the faculty member and encourage participation.

   b. A replacement committee member may be appointed, if necessary.

Academic Senate Committee Policies and Rules

1. Standing committees of the Academic Senate are established to focus on specific issues or areas of responsibility that occur on an ongoing or recurrent basis. A list of standing committees is included in the Bylaws of the Academic Senate.

2. Each committee shall be convened no later than the fourth week of the Fall semester and shall, by that time, elect a chair and establish a meeting schedule. The name of the chair and the schedule for meetings, along with the names of all active members of the committee will then be transmitted to the President of the Academic Senate.

3. Committee meeting times and places shall be publicly announced within the College community (via the College Memorandum or other appropriate media) in sufficient

time for all interested parties to attend. Unless declared to be a "closed session" by the committee membership for the purpose of discussing matters pertaining to specific personnel, all meetings shall be open to anyone concerned.

4. With the exception of the CAC, FEC, and Academic Senate, the chair of each committee shall be elected by the members of that committee. **Ex-officio** members shall neither vote nor sit as chair.

5. The person(s) being directly advised by any given committee shall sit as **ex-officio** member(s) of that committee.

6. Committee meetings shall be conducted in accordance with "Robert's Rules of Order." After convening at the beginning of each academic year, individual committees may, by consensus, modify the "Rules" to suit their particular circumstance.

7. Committees shall submit copies of minutes of all meetings to the Senate liaison and to the Academic Senate President. End of the year reports including active committee membership, major accomplishments and goals for the next year shall be submitted to the Academic Senate President. Annual reports, or highlights thereof, will be distributed to all faculty and presented to the Board of Trustees by the Academic Senate President.

8. **Ad hoc** committees shall be formed to perform specifically defined functions that are temporal in nature and which are not already within the scope of a standing committee. Such committees shall be dissolved when their function is completed. In all cases, **ad hoc** committees will report to standing committees or councils.

FACULTY ADVISORS TO STUDENT ORGANIZATIONS

Faculty members may serve as advisors to student clubs and organizations in lieu of College-wide committee responsibility. Appointment of club advisors is the responsibility of the Director, Student Activities, who will verify faculty appointments to the President of the Academic Senate.

Advisors are required to be present at all other activities and meetings of their group at which official business is conducted. All business meetings conducted by clubs or organizations should be conducted on campus at a time made duly known to all members of the club or organization.

The consent of club advisor(s) must be obtained for all special functions. Advisors are also expected to attend all special functions of their respective groups, including night meetings, dances, and meetings for which a guest speaker has been invited.

PART-TIME/ADJUNCT FACULTY

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PART-TIME/ADJUNCT FACULTY

INTRODUCTION

Most of the information regarding college policies and procedures in this faculty manual applies to both full-time and part-time/adjunct faculty members. Additional information, specific to part-time faculty, is contained in this section. For further assistance regarding the role of part-time faculty members, please contact the department chair.

OFFER OF EMPLOYMENT

An "Offer of Employment" will be placed in campus mailboxes describing each part-time faculty's hourly assignment. The original should be signed and returned immediately to the Human Resources Office. Part-time faculty cannot be paid until this document has been processed.

SIXTY PERCENT POLICY

Part-time/adjunct faculty normally are not allowed to work over sixty (60%) percent of the hours per week considered to be a full-time assignment. Prior to employment over 60 percent, authorization must be obtained from the Superintendent-President.

Under no circumstances shall any part-time/adjunct faculty member be employed by the District in direct teaching assignments over 60 percent for more than two (2) semesters within any period of three (3) consecutive college years. Credit and non-credit hours of instruction are added together in computing 60 percent employment.

VOLUNTARY PARTICIPATION IN NON-TEACHING ACTIVITIES

During the 1999 Spring semester, the SBCC Academic Senate requested clarification regarding activities in which an adjunct faculty could voluntarily participate (and receive compensation) without impinging on the individual's 60% load status. In response to this request, SBCC's legal counsel researched case law and concluded that voluntary participation by adjunct faculty in the following activities would not count towards the 60% load limit:

1. Evaluating assessment tests for the purpose of placing students into the appropriate level English class.

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2. Substituting for teachers who are absent (limited to five days per semester on an intermittent day-to-day basis).
3. Conducting research pursuant to faculty enrichment grants.
4. Participating voluntarily in professional development activities.
5. Service on the Academic Senate.

The Academic Senate and the Instructors' Association concur with this interpretation.

PART-TIME/ADJUNCT FACULTY JOB DESCRIPTION

The Santa Barbara City College Instructor is committed to providing quality instruction and to creating and maintaining an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues, as outlined in the mission statement of the College. The primary duty of part-time lecturers of Santa Barbara City College is to teach the assigned course or courses and to advise students in academic and professional matters.

The instructional staff of SBCC is organized into departments. Each faculty member is supervised by the department chair and may be responsible for the supervision of departmental aides.

A. *INSTRUCTIONAL RESPONSIBILITIES*

1. Prepares and submits course outlines to Office of Academic Affairs when appropriate.

2. Informs students of course objectives and requirements (exams, written work, field trips, etc.).

3. Defines grading policy at start of course and abides by it.

4. Presents course content according to planned schedule and course outline.

5. Adheres to time parameters for class period (begins and ends class on time).

6. Demonstrates knowledge of subject.

7. Presents material at students' level of understanding.

8. Demonstrates interest in student mastery of course content.

9. Speaks clearly and communicates effectively.

10. Encourages student participation and questions.

11. Demonstrates respect for students.

12. Is consistent in enforcing rules.

13. Administers tests that are consistent with course objectives.

14. Returns graded materials promptly.

15. Maintains accurate records of students' grades and attendance.

16. Informs students of progress and standing in class.

B. *RELATED INSTRUCTIONAL RESPONSIBILITIES*

1. Posts and maintains office hours for student consultation (one hour per week for every six hours of class).

2. Clarifies questions regarding course objectives and content and assists students with study problems.

3. Assists students in evaluating their potential for achievement in the instructor's subject field, when requested.

4. Shares information regarding employment opportunities in the instructor's field, when requested.

5. Refers students to appropriate College resources for information or further counseling, as necessary.

6. Submits records of attendance, grades and other reports to designated campus offices on time.

7. Schedules field trips and course requirements that may conflict with other scheduled classes through the Office of Academic Affairs, according to College policy. (See policy regarding scheduling field trips.)

C. *OTHER PROFESSIONAL/ACADEMIC RESPONSIBILITIES*

1. Adheres to work schedule according to agreement.
2. Reports illness/absences according to College policy.
3. Cooperates with department chair in evaluation of own performance.

Approved by Academic Senate: 5/19/86

PART-TIME/ADJUNCT FACULTY EVALUATION

Refer to the section on faculty evaluation for the policy and procedure relating to evaluation of part-time/adjunct (hourly) faculty.

OFFICE SPACE

Because of space limitations, it is not possible to provide part-time faculty with offices. Part-time/adjunct faculty are encouraged to meet with students in the classroom immediately before or after class, when possible. Consult the department chair for additional suggestions regarding places for meeting students and securing course materials and personal belongings.

PARTICIPATION IN FLEX ACTIVITIES

Title 5 guidelines allow districts the opportunity to offer a Flexible academic calendar that includes the substitution of pre-approved staff development activities for teaching days. Part-time/adjunct faculty are required to participate in Flex activities at a rate equal to the number of hours they would be teaching if classes were held during Flex activities (e.g., if teaching a class that meets for 3 hours of lecture and 3 hours of lab each week, the faculty member is expected to participate in 6 hours of Flex activities). Absences from Flex activities will be treated as if the individual were absent from a regular scheduled class. For additional information see Flex days in "Faculty Responsibilities" section of this manual.

INVOLVEMENT IN OTHER COLLEGE ACTIVITIES

Part-time/adjunct faculty members are invited to participate in department and division meetings, to attend commencement exercises and to serve on college committees. It is recognized that part-time faculty make significant contributions to program quality and the academic excellence of Santa Barbara City College. Part-time faculty members are encouraged to participate in these activities, however, this is done on a voluntary basis.

MEMBERSHIP IN THE ACADEMIC SENATE

All part-time faculty are members of the Academic Senate and as such are invited to attend college committee meetings. Part-time faculty are represented by the part-time credit faculty senator. The senator is elected by the members of the part-time faculty at the beginning of the Fall semester.

SICK LEAVE POLICY

Faculty employed on less than a full-time basis are entitled to personal illness leave at a rate of six (6) hours for each 108 hours of actual teaching service. See Procedure on Reporting Faculty Absences in this manual for specific information regarding absence reporting.

LEAVES OF ABSENCE

Part-time/adjunct faculty are not eligible for leaves of absence other than personal necessity and judicial and official appearances.

JUDICIAL AND OFFICIAL APPEARANCES

A paid leave of absence shall be granted whenever a part-time/adjunct faculty member is absent to:

1. Appear as a witness in court other than as a litigant.

2. Respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

3. Answer a call for jury duty, said call having been served in the manner provided by law. s/he shall receive the difference between his/her regular salary and any amount s/he receives as witness or juror fee, excepting, however, that time spent in answer to a federal subpoena outside the State of California is subject to approval by the Board of Trustees.

ADMISSIONS & RECORDS INFORMATION

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ADMISSIONS & RECORDS INFORMATION

CLASS ROSTER

Temporary class rosters are placed in faculty mailboxes on the first day of classes. If there is no roster in the mailbox, please contact the department chair or the Office of Academic Affairs, A153. Permanent rosters are distributed the fourth week of the semester (second in summer).

For the purpose of stabilizing class rosters, attendance must be kept. "No Shows" and other students absent for three (3) class hours **MUST** be dropped from the course by the end of the second week (first week in summer) to ensure correct enrollment reporting to the State. At that time, faculty will receive an Optical Scan First Census No Show Roster listing those students officially enrolled. Students who never attended or appear to have stopped attending must be dropped. Instructions pertaining to dropping "No Shows" are outlined in the "Beginning and Change of Program Procedure" memorandum attached to temporary rosters.

A student may be dropped through the tenth week of the semester (60% of the course in summer) by filing an Add/Drop form in Admissions.

Temporary and permanent rosters, attendance, grade records, and final grade and positive attendance rosters must be submitted to the Admissions and Records Office at the end of the semester.

CLASS HOUR

A class hour is considered to be a regular class period of 50 minutes. If a student is in attendance for any portion of that period, for attendance purposes, s/he is considered to have been present for the entire period and should be so counted.

CHANGE OF PROGRAM

Change of program for students will be allowed during a designated period at the beginning of each semester. Rules governing program changes (adds) are attached to the temporary rosters and are strictly enforced.

AUDITING CLASSES

Any student who has completed a non-repeatable course with a CR, C or better grade or who has taken the course the maximum number of times, may, with permission of the faculty member, petition the Assistant Dean, Admissions and Records to audit the course. A fee may be charged for auditing a course. Audit applications may be obtained during the second week of the semester and must be submitted to the Admissions and Records Office no later than the third week. Students auditing a class will not be considered in the total enrollment for the class.

Students who are not officially enrolled or do not hold audit status may not take part in the class. The complete audit policy may be found in the District Policies Manual or may be obtained from the Admissions and Records Office.

COURSE REPETITION

A course may be repeated if:

1. The course has been identified in the Catalog as repeatable and the student has not taken the course the maximum number of times allowed.
2. The student is repeating a course to change a "D," "F," or "NC" grade.
3. The student has received approval of a petition for extenuating circumstances by the Scholastic Standards Committee. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.

Under conditions 2 and 3 above, **a course may be repeated only once**.

GRADED COURSES

A. *Definition*

Course means an organized pattern of instruction on a specific subject offered by a community college for grades 13 and 14. Course of Study means an organized sequence of courses offered by a community college for grades 13 and 14 within a general subject area.

B. *Criteria*

A graded course shall possess one or more of the following characteristics:

1. It shall provide credit toward an Associate Degree, is normally considered of collegiate level, and is approved by the Board of Trustees as a component of, a prerequisite to, or eligible as a required or elective course within a course of study which leads toward an Associate Degree.

2. It is approved by the Board of Trustees and is part of an occupational course of study beyond high school level within the scope of the term "vocational and technical fields leading to employment" as the term is used in the Education Code (Section 22651), which leads to an Associate Degree, an occupational certificate, or both.

3. It is approved by the Board of Trustees and is recognized by the University of California, a California State University, or an accredited independent college or university in California as a part of:
    a. The required preparation toward a major.

    b. The general, or general education, requirements; **OR**

    c. The permissible or recommended elective credits.

C. *Standards*

A graded course shall meet all of the following standards:

1. The content is organized to meet the requirements for the Associate Degree as specified in Chapter 7 (commencing with Section 51600) of Section 2 of the Education Code (under Criteria) or the requirements for an occupational certificate and is a part of a course of study not exceeding 70 units in length.

2. It is offered as described in the College Catalog, or a supplement thereto, which provides an appropriate title, number and accurate description of course content. A course outline is available at the College. Course requirements and credit awarded are consistent with Education Code Section 22651.

3. Only those students who have met the prerequisites for the course are enrolled.

4. It is subject to the published standards of matriculation, attendance, and achievement of the College.

5. The enrollees are awarded marks or grades on the basis of methods of evaluation set forth by the College and are subject to the standards of retention set forth in Chapter 4 (commencing with Section 51300) of Section 2 of this part or to such additional standards as may be established by the governing board of the District.

6. Course repetition is in accordance with Title 5 guidelines. A petition process is in place for exceptions.

GRADES

It is a recognized principle that evaluation in college-level courses is a prime responsibility of the instructor. Such evaluation involves the measurement of achievement against the objectives of the course, and the assignment of a letter grade to denote the outcome of the student's work. In Credit/No Credit classes a student must earn a "C" or better to obtain credit.

Involved also is a mandate to the instructor that the instructor's roster must provide evidence, in matters of attendance and achievement, of the grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, although each instructor is expected to explain a grade to a student who makes inquiry.

1. *Changes*

   a. **Change of Evaluation**: The instructor's grades are permanent. Except in the case of an "I" or clerical error, instructors cannot change a grade once it has been accepted by the Admissions and Records Office. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the semester-end report.

   b. **The "I" Grade**: An incomplete or "I" grade will be awarded the student who, in the judgment of the instructor, has not completed or cannot complete a course in the specified time for a verifiable, unforeseeable emergency, but who has the probability of doing so before the end of the following semester. An Incomplete Contract shall be retained by the student, the instructor, and the Admissions and Records Office. An Incomplete (I) grade must be removed by the end of the following semester or it automatically becomes the indicated grade on the Incomplete Contract. An Incomplete (I) grade cannot be changed to a Withdrawal (W). The original contract must be submitted with the instructor's final grades; one copy given to the student and one copy kept by the faculty member. You may obtain incomplete contracts from the Admissions Office.

c. **The "W" GRADE**: Except in case of calculation, transcription, or computer error, a grade of W shall not be changed to another letter grade. Students may re-enroll in a course in which a "W" grade was received.

d. **Removal of "F"**: According to the Education Code Section 10753, a bona fide grade cannot be changed except if given in error, or as a result of fraud, bad faith or incompetency. Students may re-enroll in a course in which an "F" grade has been previously earned. The "F" and associated units will be removed from the grade point calculation after a passing grade has been earned.

2. *Grade Points and Grades*

The system of grades and grade points at Santa Barbara City College is as follows:

(No + or - grades)			Points Per Unit
A	-	Excellent	4
B	-	Good	3
C	-	Satisfactory	2
D	-	Passing (less than satisfactory)	1
F	-	Failure	0
I	-	Incomplete	
--			
W	-	Withdrawal	
--			
CR	-	Credit	--
NC	-	No Credit	--
IP	-	In Progress	--
MW	-	Military Withdrawal	--
RD	-	Report Delayed	--

3. *Credit/No-Credit Grade Policy*

Students may elect Credit/No Credit grading in certain courses by petitioning the instructor.

Credit/No Credit petitions must be obtained from the Admissions and Records Office, signed by the instructor and returned to Admissions no later than the fifth week of the semester. After the fifth week, the student may not change his/her grade status. Credit will be granted only when the work is of a quality equivalent to the grade of "C" or better.

Students in Summer Session courses should be advised that the request for a Credit/No Credit grade must be completed no later than Friday of the first week of Summer Session.

Credit/No Credit grading is not permitted in a course within a student's major area of study except when the College offers courses in which there is a single satisfactory standard of performance for which unit credit is assigned.

4. *Assigning Grades*

The sole responsibility for assigning grades rests with the individual faculty member. Grades should be assigned according to the standards established in the course of study outline distributed at the beginning of the semester. Consult the department chair for assistance in establishing discipline specific standards and grading practices.

DROPPING STUDENTS FROM CLASS

Instructors **must** maintain a current roster by dropping students who are no longer attending class at the first census. Instructions regarding dropping students will be provided by the Admissions Office.

An instructor may drop a student in a semester-length course through the 10th week of the semester for excessive unexcused absences. For courses less than a semester in length, drops are permitted prior to 3/5ths of the length of the course. As a guideline, absence is considered excessive if a student misses three (3) meetings or the equivalent of one week of class. After the 10th week, the instructor must give a grade, "A-F" or "CR/NC" (if appropriate forms are on file).

REINSTATING STUDENTS TO CLASS DUE TO INSTRUCTOR ERROR

An instructor may reinstate a student dropped from a class as a result of an instructor's error by signing an ADD/DROP card and writing REINSTATE on the card and sending it to the Admissions and Records Office or sending an E-Mail to ThomasN@SBCC.Net. Reinstatements must be completed at least one week prior to the start of the final exam period.

REMOVAL OF STUDENTS FOR DISRUPTIVE BEHAVIOR

According to Education Code Sections 76030-37, instructors are permitted to remove a student from class for that session and the next class meeting. See Guidelines for Handling Disruptive Student Behavior in the Student Services section.

STUDENT PROBATION/DISQUALIFICATION

The student records system identifies students who are on probation or subject to disqualification. Probation and disqualification are clearly indicated on a student's grade report. A student shall be notified that s/he is disqualified. Disqualified students will be dismissed for one semester and then may be reinstated. A student may appeal the disqualification by petitioning the Scholastic Standards Committee through the Office of the Vice-President, Student Affairs.

1. *Academic Probation & Disqualification*

   A student shall be placed on academic probation if s/he has attempted at least 12 semester units as shown by official academic records and earned a grade point average below 2.00 in all units attempted at SBCC.

   A student on academic probation shall be subject to disqualification if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of two consecutive semesters.

   Exception: When a student earns a GPA of 2.00 or higher for the current semester in six or more units, s/he will be permitted to continue for one more semester on probation status to meet SBCC's academic standards. After this time, if the student's cumulative GPA has not reached 2.00 or higher, s/he will be subject to disqualification.

2. *Progress Probation & Disqualification*

A student who has enrolled in a cumulative total of at least 12 semester units at SBCC as shown by the official academic record shall be placed on progress probation when the percentage of the cumulative units for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

A student who has been placed on progress probation shall be subject to disqualification when "W," "I," and "NC" are recorded in fifty percent (50%) or more of the cumulative units earned at SBCC as evaluated over two consecutive semesters.

Exception: If a student completes more than fifty percent (50%) of the units taken during the current semester and has completed a minimum of six units, s/he will be permitted to continue for one more semester on probation status to meet SBCC's progress standards. After this time, if the percentage of cumulative units for which "W," "I," and "NC" has been recorded is still fifty percent (50%) or more, the student will be subject to disqualification.

WITHDRAWAL FROM A CLASS

1. A student may initiate a withdrawal from a semester-length class at any time prior to the end of the tenth (10th) week of the semester (60% length of the class for all other classes and in summer). Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W."

2. The "W" shall not be used in calculating grade point averages, but excessive "W" grades shall be used as a factor in progress probation and disqualification procedures.

3. If a student officially withdraws by Friday of the third week of the semester for a semester-length course (or prior to 20% of the length of the class for all other classes and in summer), no entry will be recorded.

4. The Admissions and Records Office will determine which students are on probation/disqualification. The

Counseling Center will inform each student of his/her status and of the College's policy in this regard.

5. Instructors are encouraged to discuss other course progress and options (in addition to withdrawal) with any student indicating he/she plans to withdraw.

ADMISSIONS DUE DATE CALENDAR

Application Deadline	Friday prior to the start of the semester.
Last day for students to submit add cards.	Friday of the second week of the semester. (First week in summer.)
Faculty No-Show Rosters due.	Friday of the second week of the semester. (First week in summer.)
Faculty signatures required on add/drop forms for students dropping classes.	Monday of the fourth week of the semester until last day to withdraw. (Second week in summer.)
Last day to drop students or for students to withdraw from classes.	Friday of the tenth week of the semester. (Summer date varies.)
Last date to reinstate any student dropped in error.	One week prior to the availability of grade reports.
Positive attendance and optical scan grade reports available in Admissions.	Day before final exams begin. (Last week of summer session.)
Positive attendance and grade reports as well as semester grade and attendance records due in Admissions.	Monday after final exam period is over.

NOTE: **Dates may change at any time. Be sure to check the College Memorandum and Admissions for exact dates.**

INSTRUCTIONAL SUPPORT SERVICES

ELI LURIA LIBRARY

LEARNING ASSISTANCE CENTER

TUTORIAL SERVICES

COMPUTER ASSISTED INSTRUCTION (CAI) LAB

COMPUTER WRITING CENTER

ACADEMIC STUDY SKILLS CENTER

WRITING LAB

READER ALLOCATION CRITERIA AND PROCEDURES

POLICIES FOR STUDENT USE OF COMPUTERS AND NETWORK

COMPUTER SUPPORT SERVICES

MEDIA SERVICES

WORD PROCESSING CENTER

DUPLICATING SERVICES

COPYRIGHT LAWS AND POLICIES

BEST COPY AVAILABLE

INSTRUCTIONAL SUPPORT SERVICES

ELI LURIA LIBRARY

The Library seeks to facilitate and improve learning by providing collections and services to meet the educational, cultural and professional needs of students and faculty. There is a collection of more than 97,000 books, selected with faculty and student recommendations (approximately 3,000 new titles are added annually), as well as over 400 periodical and newspaper subscriptions and extensive pamphlet files. Copies of each semester's textbooks are available for short-term use inside the Library.

A computerized system (MERLIN) is used as a catalog (which also includes records for audio-visual materials in other campus locations) and for circulation and periodicals record-keeping. Access to this system is available via dial-in lines and the campus network. Periodical and newspaper articles are indexed in printed volumes, the Infotrak CD-ROM systems (one of which includes full-text), and FirstSearch, which is connected via the Internet to a wide variety of indexing and abstracting services. When these resources are not adequate, searching of the computerized DIALOG system is done at no cost by library staff. Copies of articles from periodical titles not owned are provided via Interlibrary Loan, or direct mail or FAX from a vendor. There are twenty Internet searching workstations for public use, as well as special equipment for use by students with disabilities.

Most library materials circulate on the automated system, and a special staff ID card with a bar code number is needed to borrow items. These cards are issued at the library Circulation Desk. The collections at the University of California Santa Barbara's library are also available for SBCC faculty use, and a borrower's card may be obtained without charge.

The library is open from 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday and 9:00 a.m. to 6:00 p.m. on Saturday. Summer hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Professional librarians are available at all times to aid in reference and research and to provide instruction in library use.

Faculty members are encouraged to submit recommendations for the purchase of library materials (forms for this are available at the Reference Desk), and copies of printed book reviews from professional review publications are circulated regularly to each department, as is a monthly New Books

BEST COPY AVAILABLE

List. Library instruction for classes is available, and materials may be placed on reserve for limited circulation to students.

For more information on library services and procedures, please call the Reference Desk at ext. 2638.

LEARNING SUPPORT SERVICES

The Learning Assistance Center offers a variety of services. Specifically, it provides:

1. A wide variety of self-study materials.
2. A broad range of educational technology, including audio-tutorial instruction, programmed instruction and educational television.
3. State-of-the-art instructional equipment, including video, videodisks, slide-tape and microcomputer capabilities.

Located in Learning Support Services of the Learning Resource Center, the Learning Assistance Center is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. Friday. The Learning Assistance Center may be reached by calling Ext. 2670. To use the LAC facility, students must check-in with the student I.D. card.

4. Ordering Films/Videotapes for Faculty Use: 16MM films and videotapes may be ordered through this department. Films/videos that require a rental fee must be approved by the department chair prior to submission of the request. **Orders should be placed at least two months in advance of intended use date**. Call ext. 2669 for additional information.

The Learning Support Services web page contains current information about services, schedules, course offerings, and location of equipment. The web site also provides access to self-paced basic instruction on computer use (Computer Survival Skills, "LS1" in the schedule), a separate Internet tutorial, and other useful instructional web sites.

TUTORIAL ALLOCATIONS PRIORITIES

The Tutorial Center provides help to students needing assistance with almost any course offered by the College. Priorities for tutorial assistance are as follows:

1. The top priority for tutorial allocations is two-fold: (A) those classes supporting basic academic skills (e.g., reading, pre-college-level writing, ESL, DSPS

strategies courses, non-transferable math); and (B) tutor-dependent labs that are required for course completion

Rationale

(A) *Skill-building courses support the entire* curriculum. If students lack basic learning skills, they will have difficulty with other courses. These programs use tutors in the following ways: in-class tutoring (e.g., Math 1, reading, writing and learning disabilities classes), drop-in labs (e.g., Writing Lab), FTES-generating lab (e.g., Math, Academic Skills Center), small group and individual tutoring (e.g., DSPS and EOPS).

(B) As course completion is one of the highest priorities articulated in SBCC's Mission Statement, we must provide as much access and support as possible to those labs that are required for course completion.

2. The second priority for tutorial allocations should be for cost-effective, FTES-generating learning labs that provide campus-wide services (e.g., Learning Resource Center tutoring, computer and short-course labs; vocational program labs; ESL/Foreign Language lab; Math computer lab; and the BC lab).

Rationale

These programs are cost-effective (FTES-generating), and they rely on tutors to assist students and maintain the integrity of the technology and/or learning assistance being provided. Services, whether computer-based or not, could not exist without tutors. Also, these tutorial services tend to be closely supervised and staffed by trained tutors, which increases the quality of service and further enhances the strength of dollars supporting these activities.

3. The third priority for tutorial allocations should be for drop-in labs (e.g., the Business Lab, the Chemistry Lab, the Math Lab, or the Bio-Science Lab) which enable a department to maintain the quality of the program.

Rationale

These labs serve many students and are quite cost-effective even though they do not generate FTES. Also, because they are departmentally based, tutoring is more directly connected with the classroom, particularly when tutors are encouraged to take tutor training (Tutoring 199). The committee recommends that at least one hour per week per class section be allocated to classes falling under this category.

4. The fourth priority for tutorial allocations should be for small-group tutoring, particularly for large lecture courses with high student-to-teacher ratios, or courses with high attrition rates.

   Rationale
   Small group tutoring is not regularly scheduled, but is usually based on need and interest, for example, a review session prior to an exam. Priority should be given to disciplines being tutored under direct supervision (e.g., within the LRC). Disciplines whose tutors are attracting consistent student contact should be priority funded.

Tutors are trained to personalize learning and to provide overall assistance appropriate to a student's individual needs.

The Tutorial Center is located in Room 120, Learning Support Services. It is open from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:00 p.m., Monday through Friday.

For information and assistance, you may reach the Tutorial Center by calling Ext. 2667.

COMPUTER-ASSISTED INSTRUCTION (CAI) LAB

The CAI Lab provides Macintosh computers for course-related work. During "open hours" (non-classroom) the Center is open to all segments of the campus.

Instructors may leave programs in the CAI Lab for students to use. The LSS staff will provide security for those programs and assist in any record-keeping that an instructor may request, e.g., student use of the software assigned.

Instructors may also reserve the entire Center for the use of their classes. Reservation of the Center allows instructor access to use of the computers on a semester-long basis.

The CAI Lab is open 8:00 a.m. to 8:00 p.m.., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday.

For more information, contact Trish Dupart at Ext. 2666.

THE COMMONS

The Commons is an open computer lab, located on the West Campus. Students may use computers and laser printers to complete course assignments.

The Mac Commons offers a Computer Survival Skills course for which students earn one-half unit of credit upon completing 25 hours of lab attendance. The computers are a great help when students need it the most -- while thinking, composing, editing, rewriting, or whatever is required for completion of concise works. Students who enroll in LS 1 become proficient in the use of the computers in a short time. They are assisted by knowledgeable tutors who are eager to help.

Students may use the lab without enrolling in LS 1 (Computer Survival Skills), but, during busy times, students enrolled for credit will be given priority.

When school is in session, The Commons is open from 8:00 a.m. to 7:45 p.m., Monday through Thursday, and from 8:00 a.m. to 3:45 p.m. on Friday. Students do not need an appointment; they can use the Center on a drop-in basis.

The Commons are located in Room 124B, Learning Resource Center, West Campus. For information and assistance, call Ext. 2672 during the above hours.

ACADEMIC SKILLS CENTER

The Center provides a number of services. Specifically:

1. Eight-week courses in spelling, vocabulary, grammar, reading comprehension, speed reading, and study skills.
2. Individual diagnosis of language levels and skills.
3. A wide range of instructional materials.
4. Computers for running language arts programs.
5. Tutorial assistance with all self-paced courses.

The Academic Skills Center offers two series of 8-week courses each semester. After diagnostic testing and a conference to identify skill levels and needs, students are assigned a combination of materials they will complete with the help of both a lab teacher and tutor. These one-unit, self-paced, self-instructional courses include:

English 105-- Spelling   English 108-- Reading
English 106-- Vocabulary   English 104G-- Study Skills
English 107-- Grammar

Students may enroll in the short courses at any time up to the end of the ninth week of the semester. They may arrange their own schedule to complete the 24 hours of assigned lab work required for each unit of credit. All classes are offered on a Credit/No Credit basis.

Students may enroll in up to three (3) units of credit in the English 100 series short courses during any one semester.

The Academic Skills Center is located in the Learning Support Services on the West Campus. It is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday.

For information and assistance, call the Academic Skills Center at Ext. 2661.

WRITING LAB

The Writing Lab provides tutorial assistance to students working on papers in all disciplines.

A full-time staff of writing tutors is available to assist students with brainstorming, organization, grammar, punctuation, and spelling. The lab operates on a drop-in basis and by appointment.

The Writing Lab is located in Room 124B, Learning Support Services. It is open for tutorial services Monday through Thursday from 9:00 a.m. to 7:00 p.m., and from 9:00 a.m. to 4:00 p.m. on Fridays.

For information and assistance, you can reach the Writing Lab by calling Ext. 2671.

READER ALLOCATION CRITERIA AND PROCEDURES

INTRODUCTION

The following are the criteria and procedures for the allocation of reader funds. Four major criteria are identified and factors related to those criteria have been described. Each criterion is considered independent of the other criteria. Therefore, a request for allocations based on one of the criteria *may* have equal standing with a request for allocations based on multiple criteria. At each stage of the evaluation of proposals for reader allocations, consideration will be given to the extent to which the proposal meets one or more of the criteria and the amount of work necessary to evaluate student assignments described as factors in each criterion.

CRITERIA

The following factors will be considered in the assessment of the need for readers to support written work:

I. The amount and type of writing required in a class, group of classes, or academic discipline.
  1) The length and nature of the writing
    - Short answer test questions, requiring connected prose (typically 1-3 sentences).
    - Exam essays requiring multiple paragraphs in response to questions.
    - Formal essays written out of class.
    - Research and/or term papers - fully developed (e.g. intro., body, conclusion) typically 5-10 or more pages.
    - Summaries, reports, data analyses and lab-related assignments.

2) The frequency of writing assignments.
   - The number of assignments of each variety described under "length and nature of the writing."

3) The type of evaluation that student writing is given in a course, group of courses, discipline, or department. [Note: The following breakdown of types of evaluation provides guidelines for assessing the complexity of the evaluation task; it is not meant to suggest that all of these types of evaluations are necessary or even desirable in any or all assessments of student written work.]
   - Assessment for content, context validation and/or critical thinking.
   - The amount of feedback to students needed to insure students comprehend the strengths and weaknesses of their work and the educational expectations of the assignment.
   - Assessment for expectations of writing related to the academic discipline including technical writing standards of the discipline.
   - Assessment for use of language and writing effectiveness including, but not limited to, grammar and mechanics, diction, development and control of topics, essay structure and development, and application of effective rhetorical modes.
   - Expectations for students rewriting assignments and the evaluation of those revised assignments.

4) total number of students an instructor has in classes that meet the writing criteria described in 1 through 3 above will be a factor.

II. The requirement of frequent and/or repetitive written assignments requiring immediate instructor feedback to students because the feedback is: a) essential for students to progress to the next level; and/or b) related to skills competencies in a course, group of courses, or disciplines.

1) The total number of students an instructor(s) has in classes with the requirement of frequent and/or repetitive written assignments requiring immediate instructor feedback to students.

2) The number of assignments requiring immediate instructor feedback.

III. The total number of classroom and laboratory hours per week that an instructor has for a course, group of courses, and total instructor load.

- The primary factor in the allocation of reader funds under this criterion will be the extent to which the number of required classroom or laboratory hours reduces the instructor's time for the evaluation of written assignments with consideration for the number students and the number of assignments required in a course, group of courses, or total instructor load.

IV. The number of laboratory preparations and/or lecture preparations for which an instructor is responsible.

- The primary factor in the allocation of reader funds under this criterion will be the extent to which multiple preparations limits the time faculty can devote to grading assignments.
- Consideration will be given to the extent to which support staff relieve the instructor from preparation duties.
-
- Consideration will be given to the extent to which the constantly changing curriculum in certain disciplines has been a factor in other compensation or support mechanisms.

POLICIES FOR STUDENT USE OF COMPUTERS AND NETWORK

Use of college computers by students and access by students to college computer networks and to the Internet are services made available to students to further the educational mission of the College. In order to be granted these access privileges and to retain them, students must abide by the policies and guidelines described in this document.

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Appropriate Use

The College provides students with access to computers and computer networks for educational purposes. Use of college computers or networks for other purposes is not permitted. This prohibition includes, but is not limited to, exchanging electronic mail and accessing materials or information on the network if not relevant to the instructional or related functions of the College.

Students are required to adhere to the posted usage policies of student labs or facilities they wish to use. These policies will be posted in or near the facility, and relate to such things as which students are allowed to use the facility, time limits, reserved hours of usage, restricted activities, etc.

Game playing using college computers is not allowed, with the exception of educational games that have been assigned as part of a college course or certain games authorized for use in one or more student labs because they are considered to have an academic purpose. Note that some labs do not allow any game playing at all.

It is prohibited to use college computers for any activity that is commercial in nature, i.e. paid for by non-college funds. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale. Exceptions to this prohibition are certain internships and work experience programs when specifically approved in writing by the appropriate college authority.

Security and Passwords

The security of computer systems is based to a great extent on passwords. Therefore it is important to take your password very seriously, and to keep it secret at all times. Do not select an obvious password, and change your password any time there is any chance that someone else may have learned it. Your password is for your protection. It ensures that no one can make unauthorized use of your computer account. Use of any other user's account or loaning the use of your account is prohibited. Do not attempt to capture or use any other person's password or account, even for fun or as a joke.

Note that educational networks intrinsically are not secure. Normally student files and electronic mail are private, but this cannot be guaranteed.

Software Copying

With only a few exceptions, software on college computers and networks is licensed for use on college computers only. Copying software from a college computer or network is prohibited unless specifically authorized in writing by an appropriate college authority. Illegal copying of software is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

- Using a computer account that you are not authorized to use, attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.

- Obtaining a password for a computer account without the consent of the account owner. If you as an authorized user give out your account and password to another individual, you can still be held accountable for any actions that may arise that are associated with your account.

- Using the Campus Network to gain unauthorized access to any computer systems, or attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data. This also includes programs contained within an account, or under the ownership of an account that are designed or associated with security cracking.

- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.

- Violating terms of applicable software licensing agreements or copyright laws.

- Deliberately wasting/overloading computing resources, or in any other way knowingly or carelessly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line, or that might impact significantly on other users printing resources.

- Using electronic mail to harass others, including sending electronic mail that the sender would reasonably anticipate to be unwelcome.

- Creating mail or electronic distribution lists larger than 10 addressees that send electronic communications to other accounts without prior permission of the receiving individual.

- Moving large files across networks during peak usage periods or prime hours such that it degrades resource performance. Prime hours will be considered to be Monday through Friday from 8:00 am to 5:00 p.m.

- Masking the identity of an account or machine. This includes, but is not limited to, sending mail anonymously.

- Posting on electronic bulletin boards or any type of electronic forum information that may be slanderous or defamatory in nature or any materials that violate existing laws or the college Standards of Student Conduct.

- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

Activities will not be considered misuse when authorized in writing by appropriate college authorities for security or performance testing.

Enforcement

Penalties may be imposed under one or more of the following: SBCC Standards of Student Conduct, California law, the laws of the United States. All existing laws (federal and state) and the regulations listed in the SBCC Standards of Student Conduct document apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Minor infractions of this policy, when likely accidental in nature, such as poorly chosen passwords, overloading systems, excessive disk space consumption, and so on are typically handled in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures:

Infractions such as sharing accounts or passwords, harassment, or repeated minor infractions as described in, but not limited to, the above policies may result in the temporary or permanent loss or modification of computer access privileges, and notification of the Dean of Student Services. Warning! Loss of the privilege of using college computers, even if temporary, may prevent a student from completing course assignments and from making normal progress in the course. This is very likely to have a negative impact on the final course grade.

Offenses which are in violation of local, state or federal laws will result in the immediate loss of all computing privileges, and will be reported to the appropriate college and law enforcement authorities.

Legal Context

Student files are considered "educational records" as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of computer systems (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

Misuse can be prosecuted under applicable statutes. Students may be held accountable for their conduct under any applicable college policies. Complaints alleging misuse will be directed to those responsible for taking appropriate disciplinary action as specified under "Enforcement".

Illegal copying of software protected by United States Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the Internet may have their own policies governing the use of those resources. When accessing remote resources, students are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

Disclaimer

College staff responsible for the computer technology will make every effort to ensure the integrity of the computer systems and of the information stored on them. However, students must understand that the College does not take responsibility for the safe storage of student files. Students must keep their own copies of any information that is important to them. Santa Barbara City College is not responsible for any loss of information from college computers or networks, regardless of the cause.

Information posted by students on computer bulletin boards, electronic forums, Web pages, or other publicly accessible sites administered by the College, is subject to review for conformity with legal requirements, including copyright provisions, and with the computer policies described in this document. Postings found to be unacceptable will be removed.

COMPUTER SUPPORT SERVICES

The Information Resources Division (IRD) offers the following computer services on campus for faculty and staff:

1. Installation of computer hardware and software.
2. Maintenance and repair of Computer hardware.
3. Software translations from one Word processing method to another.
4. Maintains the Student Records System.
5. Maintains the Computer Networks for the District, both instructional and administrative.

6. Provides consultation and develops standards for the purchase of computer hardware and software.
7. Approves and signs off all computer hardware and software requisitions.

The office of IRD is located in Room A-200A. It is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The computer support "Hot Line" is reached by calling Ext. 2215.

MEDIA SERVICES

Instructional Media Services is responsible for providing the following services:

1. AV/Video equipment delivery: A variety of equipment is available including VHS tape players, slide projectors, overhead projectors, 16MM projectors, cassette recorders and laser disc players. Note that some classrooms are already equipped with some of the equipment. **Requests for equipment should be submitted at least 24 hours in advance of intended use date to assure delivery.** Same day service may be provided only if there is time and the equipment is available. Requests may be submitted by phoning extension 2471 or by e-mailing Tom Zeiher (Zeiher@sbcc.net).
2. Production of AV materials: Services include audio and videotape duplication of non-copyrighted materials, satellite recording, and other miscellaneous services.
3. Repair of AV/video equipment: Media Services repairs and services all AV equipment on this campus. Any malfunctioning AV equipment should be reported to Media Services via mail or by telephone, Ext. 2448 during normal office hours.
5. Teleconference service: Media Services offers two-way teleconferencing system in SS250. Potential application include site to site conference calls and multipoint bridging of up to eight locations at once. Shared classroom conferences with instructors from colleges across the state or country is also possible. Charges depend upon conference registration fees. For further information or training on how to use this equipment, call or e-mail Tom Zeiher at 2471.

Media Services is located in the Occupational Education Building 188 along with Computer Support. Our hours are 8 a.m. to 5 p.m. Monday through Friday.

WORD PROCESSING CENTER

The Word Processing Center, located in H322, primarily serves the needs of the FACULTY. All typing related to official College business can be done in the Center, and barring unusual workloads, every attempt will be made to return work promptly.

Rush jobs can be accommodated only as long as the privilege is not abused. Remember that a rush job will delay the work submitted by faculty colleagues. Anticipate needs in order to minimize rush work. When work involves an unusual volume, it is recommended that the Center be notified in advance.

Typing to be processed may be submitted to the Center in four forms:

1. Rough-draft hard copy, either handwritten or typed.
2. Instructions for editing or extracting material from previously recorded typing stored in the Center.
3. Material on Macintosh or IBM/IBM compatible floppy disks.
4. Cassette tapes produced elsewhere on a portable Dictaphone.

The following procedures should be followed:

1. Submittal of Material: Material is submitted to the Center either by bringing it to Room H322 or depositing it in the Word Processing mailbox in the Administration Building. If material is to be taken from previously recorded files, a telephone call may suffice.
2. Initial Typing: All material (when initially produced) will be recorded on disks for retention. This will permit easy, rapid, and efficient revision if changes are required. Unless instructions are received to the contrary, word processing documents will be retained for at least two years.
3. Return to Originator: Material may be picked up by the user at the Center, or if stipulated ahead of time, may be delivered to the user's mailbox, or sent directly to Duplicating.
4. Editing and Corrections: Changes, additions, deletions, corrections, if needed, should be marked on the copy and it should be returned to the Center. The corrections will be made and the work will be returned in the same manner as the first draft.

For information and assistance, you may also reach the Word Processing Center by calling the Principal Word Processor at Ext. 2356 Monday through Friday from 8:00 a.m. to 4:30 p.m.

DUPLICATING SERVICES

Duplicating service procedures are designed to give all staff the best service available within the District's fiscal limitations.

The Duplicating Center located in Room A131, provides high-speed and self-service duplication of tests, syllabi, etc., and sends out the daily mail for faculty, staff and administration and support personnel at a very low cost.

Faculty can make their own photocopies on the highly-automated machines in the Duplicating Center with a limitation of 20 copies per page. Any letter or legal size work can be left (with the proper request form completed) for the Duplicating staff to run at the lowest chargeback price to one's department.

Small jobs, one or two originals of 100 copies or less, can usually be processed within 1/2 day. For all manuscripts, workbooks, manuals, budgets, etc., at least two to three days must be allowed. *If several jobs are turned in together, but not needed at the same time, please space deadline dates.*

Satellite copiers are provided in the buildings listed below. They are to be used for ten copies or less of a single original, no classroom quantities. All copies are charged back to the user's department. See your department chair for user account code.

Accounting (A130)
Biology (LSG324)
Admissions (SS110D)
Life Science (LSG113)
Athletics & PE (PE302)
Student Services (SS220)
Health Technologies (A216)
Physical Science (PS120)
LRC (LRC105)
Interdisciplinary Bldg (IDC333)
Humanities (H316, H225)
Marine Tech Bldg.
ESL (CS17)
Counseling (SS137)
Drama & Music Bldg. (DM114B)
Purchasing (A124)
Business Communication (BC203)
Library (L007)

COPYRIGHT LAWS AND POLICIES

Congress has passed the first revision of the copyright law since 1909, and publishers and educators have reached agreement on what can be used in a classroom without violating copyright laws. The agreement allows a faculty member to make limited use of copyrighted material. The law has established a doctrine of "fair use," which allows the following uses of copying machines in conjunction with copyrighted material.

A. *Copyright Duplication of Print Materials*

A faculty member may:

1. Make a single copy of the following for use in scholarly research, in teaching, or in preparation for teaching a class:
   - A chapter from a book
   - An article from a periodical or newspaper
   - A short story, short essay, or short poem -- whether or not from a collected work
   - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper
2. Make multiple copies of the following, for classroom use only, if the number does not exceed one per student in a class:
   - A complete poem if it is less than 250 words and printed on no more than two pages
   - An excerpt from a longer poem, if it is less than 250 words
   - A complete article, story, or essay, if it is less than 2,500 words
   - An excerpt from a prose work, if it is less than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words
   - One chart, graph, diagram, drawing, cartoon, or picture per book or periodical

A faculty member may not:

1. Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution
2. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a semester, or make multiple copies of works more than nine times in the same class semester

3. Make a copy of "consumable" materials such as workbooks, standardized tests, or answer sheets

4. Make a copy of works to create or replace an anthology or collection of various works

B. *Copyright Duplication of Audio-Visual Media*

In general, copyrighted materials may be used in usual instructional settings under certain guidelines. If these cannot be met, permission to duplicate should be obtained from the copyright holder

C. *Bookstore Policy on Duplicating Copyright Materials*

To bring Santa Barbara City College into compliance with copyright law, the Campus Bookstore will duplicate and sell photocopied materials used for instructional purposes subject to the following conditions:

1. All copyrighted material is clearly identified.

2. The faculty member using the copyrighted material has provided the Bookstore Manager or Text Buyer with all pertinent information needed to secure permission to copy. This includes publisher, author, title, copyright date, and an exact description of the material to be copied.

3. No materials duplicated off-campus will be sold in the Campus Bookstore unless they are original works of the faculty member or unless written permission to copy has been obtained and presented to the Bookstore Manager or Text Buyer.

4. The Bookstore Manager or Text Buyer will assume responsibility for securing copyright permission for all work done by SBCC Duplicating. To ensure a manageable workload and the timely availability of materials, no requests to obtain permission to copy will be accepted from faculty members later than July 15 for Fall semester, December 15 for Spring semester, and May 1 for summer school. (Obtaining copyright permission generally requires 2-4 weeks.)
5. Because permission to copy is granted for finite periods of time, faculty using copyrighted materials should be prepared to obtain permission as required.

6. Copyrighted material cannot be duplicated for sale unless all the conditions listed above have been met.

D. *Copyright Duplication of Computer Software*

Computer programs and data are subject to the same regulations as other media. See District Policy 2600 in the District Policies Section.

E. *Copyright Duplication of Materials for the Performance Disciplines*

Materials used in the performance disciplines have special requirements. Faculty and staff in these areas who need assistance in the interpretation of what is permissible should consult with their supervisors.

F. *Additional Information*

For additional information on use of copyrighted materials, a booklet outlining copyright law and fair use is available at the Campus Bookstore.

STUDENT SERVICES

MATRICULATION

COUNSELING

TRANSFER ACHIEVEMENT PROGRAM (TAP)

TRANSFER CENTER

SBCC/UCSB TRANSITION PROGRAM

CAREER CENTER

FACULTY ROLE IN COUNSELING STUDENTS

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CRISIS INTERVENTION TEAM GUIDELINES

BOMB THREAT PROCEDURES

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STUDENT SERVICES

MATRICULATION

Matriculation is a process that brings the College and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal. This agreement is implemented through the student's individual educational plan which is completed with the assistance of a counselor or faculty advisor at the time of admission or shortly thereafter.

The program includes assessment, orientation to the College, and advisement prior to registration for selected groups. Students are placed in courses appropriate to their level based on assessment results. Matriculation Flow Chart is available from the Counseling Office.

Students are encouraged through the counseling/advisement process to declare a major and a goal, and to work diligently toward the achievement of that goal. Their regular sessions with counselors are designed, in part, to assist students in the pursuit of their declared major and goal.

An important part of the Matriculation program and one of the activities that has the greatest influence on student success is the contact students have with faculty in and out of the classroom. The faculty/student relationship has a powerful impact on student learning, student retention, and the ability of students to set goals and achieve them. The quality of this relationship and the commitment of faculty to students is therefore central to the success of the College's Matriculation efforts.

COUNSELING - EXT. 2285

In recognition of the need for professional guidance and counseling, Santa Barbara City College provides trained and experienced personnel to counsel and teach at the community college level. The College realizes that its principal responsibilities in the area of counseling and guidance services are:

1. To assist the student in the selection of areas of study and classes.
2. To provide services for the attainment of goals and objectives of each individual.
3. To enhance the achievement and maximum potential of each student in academic and vocational areas and special interests.

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4. To provide personal counseling and referrals as appropriate.
5. To help in community involvement through in-service training, advisory groups and boards, and other educational institutions and community agencies.

A liaison counselor is assigned to each division to facilitate closer coordination between counselors and departments. Curriculum guides for each program of study are produced and available from the Counseling Office. The Counseling Center is located in the Student Services Building. Counseling is available between the hours of 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:15 p.m. on Fridays. The Dean of Student Development may be reached at Ext. 2202/2237.

TRANSFER ACHIEVEMENT PROGRAM (TAP) - EXT. 2547

The Transfer Achievement Program (TAP), a program of the Transfer Center, assists students in gaining transfer eligibility and in making a smooth transition to a four-year college or university.

The program is designed to ensure that each TAP student is informed of, and participates in, important activities. TAP offers individual advising and counseling. TAP is open to any student, but may be of particular interest to traditionally underrepresented students including Black, Hispanic, and American Indian and students with disabilities. Educational incentive grants are provided to eligible participants. For additional information, contact the Transfer Center at Ext. 2547.

TRANSFER CENTER - EXT. 2547

The Transfer Center, SS143, is a counseling and information center for students considering transfer to a four-year college or university. In the center are college catalogs, transfer requirements, course equivalency lists, articulation agreements, applications, financial aid information, college brochures, directories, and ASSIST - a comprehensive computer-based transfer planning system.

Transfer Center staff help students solve problems and answer questions related to transfer. The center hosts visits by representatives of four-year institutions. It is open from 8:30 a.m. to 7:45 p.m.. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday.

SBCC/UCSB TRANSITION PROGRAM - EXT. 2546

Santa Barbara City College students who plan to transfer to the University of California, Santa Barbara, receive special assistance through the SBCC/UCSB Transition Program. Students can complete course preparation for their major and general education requirements at SBCC prior to transferring to UCSB.

Pre-evaluation of transcripts, informational mailings, application workshops and special advisement are conducted for the potential UCSB transfer student. A guaranteed admissions program is available to students. For additional information, contact the SBCC/UCSB Transition Program office in the Transfer Center, SS143.

CAREER CENTER - EXT. 2331

The Career Center is located in SS282. The Career Center has the primary responsibility for career guidance and job placement services for students. The services include career counseling, a full range of testing services, computer assisted career guidance programs, and the necessary job search workshops and materials.

The job placement services of the office provide off-campus employment opportunities for students and graduates. This can include internships, part-time, temporary, holiday, summer and full-time career-related employment.

The Career Center offers in-class presentations and special programs for classes on request from faculty members. A Career Assessment Testing Program is also available to faculty, staff and the general community.

Hours for the Career Center are from 8:00 a.m. to 4:30 p.m. Monday through Friday and Tuesday and Wednesday evenings until 7:30 p.m. A calendar of special programs and events is distributed to faculty throughout the academic year.

FACULTY ROLE IN COUNSELING STUDENTS

Research has demonstrated that student success is influenced by individual contact between students and faculty outside the classroom environment. In addition to instructional responsibilities, all faculty are expected to:

1. Assist students with study problems

2. Refer students to appropriate College resources for additional information or counseling

3. Assist students in evaluating their potential for successful achievement in the subject area

4. Provide information concerning vocational opportunities in the subject area

5. Provide full information regarding content of course

6. Provide information regarding post-community college educational and training opportunities and demands in the subject area

7. Communicate with the Dean of Student Development concerning any student who may need further assistance

FACULTY ADVISING PROGRAM - EXT. 2202

The Faculty Advising Program is a part of the Matriculation Program of Santa Barbara City College. Faculty advisors advise students majoring in their discipline or a closely related discipline.

Faculty advisors are recommended to the appropriate academic dean by their department. The Dean of Student Development, in consultation with the academic dean, is responsible for making appointments. Faculty advisors serve a one-year term, and may be reappointed.

Counselors provide in-service training for faculty advisors regarding information on resources, requirements, articulation agreements, use of software, individual educational plans, etc.

Faculty interested in serving as faculty advisors or desiring additional information should contact the Dean of Student Development at Ext. 2202.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

SS160 965-0581, Ext. 2364 or TDD: 962-4084.

The DSPS department is the point of referral for SBCC faculty when a student requests an accommodation on the basis of disability. The DSPS Specialists are responsible for evaluating medical, psychological or psychiatric documentation provided by the student in order to verify a disability. The DSPS Specialists then determine the specific functional limitations that result from that disability. In cooperation with faculty and student, the DSPS Specialist determines what is reasonable accommodation to provide equal access. Under the law, the college is **not** required to make fundamental alterations to the requirements of instructional programs or services. Some students with disabilities will pass their courses, some will fail. However, the college is required to provide reasonable access. The DSPS department provides accommodations such as auxiliary aides: sign language interpreters, notetakers, readers, transcribers, mobility aides, staff to provide alternate text (e.g., on tape or enlarged print), and a test proctor for monitoring extended time on tests.

The DSPS department offers four programs for students with disabilities. These programs supplement the student's mainstream studies.

1. The Learning Disabilities Program offers assessment, a tutorial lab and two-unit courses. The focus of this program is the development of learning strategies to maximize success in regular college classes.

2. The Assistive Technologies Program provides two-unit courses; a tutorial lab; and individual instruction in the use of assistive technology, such as screenreaders.

3. The DSPS Vocational Services Program offers instruction in career planning in addition to job placement for students with disabilities.

4. The DSPS Counseling Program provides a one-unit course and individualized instruction on self-advocacy; specialized advisement; liaison with community agencies; and liaison with faculty and staff on campus.

DSPS specialists are available as consultants to faculty regarding all aspects of access to instruction, information, facilities, programs or services.

The DSPS Coordinator is also the campus ADA/504 Coordinator and is available to provide information about the Americans with Disabilities Act and Section 504 of the Rehabilitation Act to students, faculty or visitors.

REPORTING STUDENT ACCIDENTS

Student Accidents

The following applies to students who are not employed by the District and are involved in campus accidents.

1. Minor Accidents/Injuries
No accident report is needed. The Health/Wellness Coordinator has provided 65 first-aid kits for the

treatment of minor scrapes, blisters, etc. At least one first aid kit is available in every campus building.

2. Major Accidents/Injuries

Any student injury must be reported to the Health/ Wellness Office (SS170) within the first 24 hours after the campus accident occurs.

The student insurance for campus activities will not cover any expenses for unreported injuries.

With the exception of life threatening accidents, proper approval and authorization insurance forms must be completed **before** going to the doctor or hospital. Insurance forms are available in the Health/Wellness Office (SS170).

HEALTH INFORMATION FOR STUDENTS

Information on symptoms and first aid procedures in case of convulsive episodes or diabetic (insulin) reaction is summarized below. Ambulance or other emergency units are seldom needed with these students.

Epilepsy-Grand Mal Seizure

Symptoms: There is a cry, followed by loss of consciousness and spasms in muscles of limbs, trunk, and head. The individual usually falls to the floor or ground. The attack lasts two to five minutes and may be followed by deep sleep, headache or muscle soreness.

First Aid:
1. Do not put anything in the mouth (teeth may be broken).
2. Put a pillow or coat or any soft material under the head to protect it and turn head to the side.
3. Make no effort to restrain the convulsive moments.
4. Give no stimulant.
5. During the period of sleep, the individual needs only to be left undisturbed.
6. Notify the Health/Wellness Coordinator.

Epilepsy-Petit Mal Seizure

Symptoms: There is a clouding of consciousness from one to thirty seconds with no muscular symptoms. The individual stops whatever s/he is doing and resumes his/her activity when the attack is over. It may occur several times daily.

First Aid: No first aid is necessary, but notify the Health/Wellness Coordinator.

Diabetes

Symptoms of Insulin Reaction:

Faintness	Slurred Speech	Unsteady gait
Headache	Hunger	Trembling
Double Vision	Excessive Perspiration	Stupor

First Aid: Obtain emergency food (glucagon tablets, fruit juice or milk) from the individual or from other campus sources. Emergency food supplies may be obtained from the Health/Wellness Office (SS170), Campus Center, Snack Bars (East and West Campus), and vending machines.

CAMPUS SECURITY GUIDELINES FOR VIOLENT OR THREATENING SITUATIONS

The primary goal of the Campus Security Department is to provide a secure campus for the entire college community. Individuals who interfere with college activities may be removed from campus. The seriousness of the incident will determine what action should be taken by college personnel.

A. Violent or Threatening Situation Requiring Immediate Response

The procedure for a response to a serious crime (violent, threatening behavior that becomes out of control), where time is of the essence in obtaining emergency services is as follows:

1. Dial 9, then 911. The Santa Barbara Police Department will respond to handle the situation.
2. Then notify Campus Security, extension 2400, so they can assist the police.
3. Documentation of the incident will be submitted to the appropriate administrator listed below:

   Student and non-student related problem - Dean of Student Services

   Employee incident - Vice President, Human Resources
4. Follow-up information will be disseminated as deemed appropriate by the appropriate administrator.

B. Legal Options for Restricting Individuals from Campus

A variety of legal options exist that enable authorized staff to deny access to any person who interferes with college activities. Before utilizing any of the legal remedies listed below, a consultation process must occur between the appropriate administrators.

- Student and Non-Student Problem: Dean of Student Services and Director of Security
- Employee Situation: Vice President of Human Resources and Director of Security

1. Student Discipline Procedures
   Student disciplinary measures may be taken by the District independently of any charges filed through civil or criminal authorities, or both. Disciplinary procedures will be followed as referenced by College policy (3231.3, Student Discipline Procedures). The Dean of Student Services assumes responsibility for such proceedings.

2. Notice of Withdrawal of Consent to Remain On Campus (Penal Code Section 626.4)
   This law grants authority to the District to direct a person off campus for no longer than 14 days if there is reasonable cause to believe that such a person is willfully disrupting the orderly operation of the campus.

3. Entry On Campus by Suspended or Dismissed Student or Employee (Penal Code Section 626.2)
   The law makes it a misdemeanor for students or employees who have been properly suspended or dismissed and who enter the campus when they have been denied access as a condition of the discipline imposed.

4. Power to Direct Person to Leave Campus (Penal Code Section 626.6)
   The law permits the District to remove a non-student/non-employee from the campus if he/she is disrupting the activities of the campus; access to the campus may only be restricted up to 7 days.

5. Temporary Restraining Order for Employees Subjected to Unlawful Violence (Code of Civil Procedure Section 527.8)
   The law enables the District to seek a restraining order on behalf of an employee who has suffered unlawful violence or a credible threat of violence at the workplace.

   If it is deemed appropriate, the Vice President of Human Resources, working with the Director of

Security, will have the District's legal counsel seek a restraining order on behalf of the employee.

November 6, 1997

GUIDELINES FOR HANDLING DISRUPTIVE STUDENT BEHAVIOR

What is disruptive behavior?

According to the *Standards of Student Conduct*, disruptive behavior can include, but is not limited to, the following.

- Verbal abuse
- Physical abuse or threats
- Willful damage to personal or college property
- Use of drugs and alcohol on college premises
- Inordinate demands for time and attention
- Harassment
- Disruption of a classroom, administrative or campus activity

The disruptive student is one, who through his/her behavior or attitude, interferes with academic or administrative activity on campus. Disciplinary action is taken on the basis of explicit behavior or attitude which is in violation of the *Standards of Student Conduct*, regardless of the cause.

What action should you take if you encounter disruptive behavior?

Disruptions which are minor annoyances and non-threatening are expected to cease upon the first request. Repeated behavior will be handled according to the guidelines set forth in the *Standards of Student Conduct*. (Note: These guidelines are applicable to the classroom or to any administrative or campus-related activity.)

Inform the disruptive student...

1. of the appropriate standard of behavior.
2. that the disruptive behavior will not be tolerated because it is interfering with the educational process or functioning of a campus activity; or depriving others of the right to learn, the right to service, or the right to feel safe.
3. that he or she will be reported to the Dean of Student Services if the behavior continues. This verbal notice must be followed up in writing, with a copy given to the student at the next class meeting.

If the behavior continues. . .

1. you have the right to ask the student to leave your class for the day of removal and the next class meeting.
2. If the student refuses to vacate the premises, call Security for assistance at ext. 2264 during the day, and ext. 2400 after 4:30 p.m.

You must inform the Dean of Student Services in writing of your actions immediately, providing him/her with copies of any warning notices you have given to the student.

How should you report an incident of disruptive behavior? Who should you call?

1. Call Security, ext. 2264, days, or ext. 2400, after 4:30 p.m., if the student appears threatening or dangerous.
2. Call the Dean of Student Services, ext. 2596 (in the evening, dial "Operator" and ask for the extension of the evening Dean) if the student's behavior is disruptive but there is no imminent danger (e.g., the student stopped the disruptive behavior upon request, or the student is being referred for disciplinary action).
3. Call Student Health Services and Wellness, ext. 2298, 8 a.m. to 6:30 p.m., M-Th, and 8 a.m. to 4 p.m. Friday, if you suspect a student may be emotionally troubled, or, if you feel other students who were involved in or witnessed the incident need support, or if you need advice on interventions, or would like to make a referral on behalf of a student. Referrals should be accompanied by a *Student Referral Form*, available from the Office of the Vice President, Student Affairs, Room SS-260.

It is important that incidents of disruptive behavior be reported so the college can monitor and utilize appropriate intervention to minimize the occurrence of disruptive behavior. When referring or reporting disruptive behavior, be specific, concise and describe observable behavior. Avoid evaluative diagnosis. All verbal reports must be followed up in writing. Referrals should be accompanied by a *Student Referral Form, available from the offices of the Vice President of* Student Affairs, Room SS-260, and the Dean of Student Services, Room CC-217.

What happens after a disruptive incident is reported?

Disciplinary matters are handled by the Dean of Student Services. The disciplinary action taken will depend on the seriousness and complexity of the disruption. Disciplinary sanctions range from reprimands to expulsion. The person reporting the incident will be kept informed of the disposition of the case.

SBCC's Disruptive Student Response Team

In addressing the issue of disruptive student behavior, SBCC has established a Disruptive Student Response Team to ensure a quick response to a disruptive incident, rapid dissemination of information and the development of effective intervention strategies. Members of the Response Team include:

Dean, Student Services	ext. 2596
Security Director	ext. 2264
Vice President, Academic Affairs	ext. 2579
Vice President, Student Affairs	ext. 2398

CRISIS INTERVENTION TEAM GUIDELINES

A ***crisis*** is when a person's usual coping mechanisms fail to resolve an anxiety producing event. A psychological crisis/emergency occurs when a person is suicidal (actively considers killing him/herself, has a plan, and is capable of carrying out the plan), homicidal (has a plan, a victim, and is capable of carrying out the plan), or gravely impaired (unable to care for him/herself due to psychological reasons). These reasons include confusion, disorientation, and/or decompensation. Decompensation, among other things, refers to a state in which the person has no control over his/her behavior, which can include hearing voices, hallucinations, or extreme hyperactivity.

A crisis at SBCC may be defined as any of the following:

A. A student who is posing a threat to his/or herself. This can include:
   1. Student is in immediate danger to self.
   2. Student is threatening suicide.

   3. Stalking another person.
   4. Threatening to harm another person physically or verbally.
   5. Weapon, or threat of one.
   6. Verbal abuse in a threatening manner - leading to immediate danger.

B. Inappropriate behavior in a classroom.
   1. Uncontrollable crying that escalates.
   2. Escalating and persistent yelling.
   3. Any threatening behavior that becomes out of control.

C. Hyper-responsiveness by victim(s)
   1. Any response over and above what would be a usual response.

The procedure for crisis intervention is as follows:

1. Contact Security, extension 2400.
2. Security will contact a mental health counselor, a nurse, the Dean of Student Services, the police or other campus or community services as appropriate.
3. The situation will be evaluated and assessed. If support is needed during assessment, other crisis team members, administrators or student service staff may be contacted. If appropriate, a referral will be made or authorities may be contacted.
4. Documentation regarding the crisis from Security, and where appropriate other related college services, will be forwarded to the team leader.
5. Within 24 hours, the team leader will notify the crisis team members regarding the incident and a status/resolution report.

SBCC CRISIS INTERVENTION TEAM

Team Leader/Dean of Student Services	ext. 2596
Director of Security	ext. 2400
Mental Health Counselors	ext. 2298
Director of Health/Wellness	ext. 2298/2299
Dean of Student Development	ext. 2202/2237

CONFIDENTIALITY

Team members may contribute information to the extent of the legal limits of confidentiality. Information regarding an incident may not be disclosed outside the crisis intervention team except at the discretion of the team leader or designee.

BOMB THREAT PROCEDURES

In the event of a bomb threat at Santa Barbara City College, the following procedures are to be followed:

1. The Superintendent/President or his designee will be notified of the incident, as well as the Santa Barbara Police Department.

2. The building will be evacuated and secured by Campus Security.

3. A search will be conducted by Campus Security.

4. The *"All Clear"* sign will be given by the Superintendent/President or his designee after the search is completed.

. SPECIAL NOTE: Faculty and staff are requested to obey the evacuation notice, and exit the building **PROMPTLY**. Advise students to take their personal belongings, as no further entry to the building will be permitted. After exiting the building, stay at least 200 feet away from the building and off the roadways.

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BUSINESS & ADMINISTRATIVE SERVICES

FACILITIES USE

Requests to reserve the use of facilities such as classrooms, lecture halls, Campus Center, La Playa Field, etc., are handled by the Administrative Services Office and the Office of Academic Affairs, as follows:

A. *Community Use*

Applications for use by any outside or off-campus group must be processed through the Administrative Services Office at least two weeks prior to the event.

B. *Use by SBCC Student Groups*

Student groups should inform the Student Activities Office. Request forms to use College facilities must be obtained from the Administrative Services Office and signed by a faculty representative and the Student Activities Coordinator. All forms must be submitted for approval at least two weeks in advance. The club advisor or designated employee must be present at sponsored activities.

C. *Use by Faculty, Administration and Other SBCC District Groups*

Reservations for the use of facilities on Friday nights (after 5:00 p.m.), Saturdays and Sundays must be requested through the Administrative Services Office, A-112, Ext. 2265, and must be submitted for approval at least two weeks in advance.

Reservations for the use of facilities Monday through Friday (until 5:00 p.m.) must be made through the Office of Academic Affairs.

D. It shall be the general policy that College property shall not be used for other than District purposes on Sundays or holidays, except for unusual circumstances.

VAN/BUS TRANSPORTATION

Requests for transportation for field trips, etc., shall be made through the Facilities and Operations Office. The required request forms will be available in the Facilities and Operations Office. At least two weeks before the trip will be taken, procedural details must be cleared with the Facilities and Operations Office.

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COLLEGE VEHICLE REGULATIONS

1. All prospective drivers must register with the Facilities and Operations Office prior to checking out a vehicle. Current license data and departmental authorizations will be required.
2. Only the actual driver will be permitted to check out a vehicle. The paperwork may be picked up by another person, but the agreement must be signed by the driver before the keys are given out.
3. Under **NO** circumstances are persons at or below the 12th grade level permitted in the vehicles; this is against California state law.
4. All traffic rules and regulations must be obeyed. Drivers are solely responsible for any citations. Moving violations will be taken into consideration with regard to continued authorization to drive.
5. No hitchhikers, alcoholic beverages or drugs are allowed in the vehicles.
6. No eating, drinking or smoking is allowed in the vehicles.
7. Vehicles may not be retained off campus unless previously authorized by the Facilities and Operations Office. Failure to return the vehicle at the time and date noted may result in a charge if it forces another user to rent a vehicle.
8. Vehicles may not be used for personal use under any circumstances.
9. Damage to the vehicles resulting from negligence, misuse or irresponsibility on the part of the user will be charged back to the responsible department.
10. Vehicles will be parked in designated campus spaces when not in use.
11. Keys, credit cards and all paperwork must be returned to the Facilities and Operations Office immediately upon return. A "key drop" slot has been provided for after-hours returns.
12. Reservations must be made in writing. Reservations not cancelled at least 24 hours in advance (unless due to weather or uncontrollable circumstances) will be subject to a charge of $25 per day.

13. Van assignments will be made on a first-come, first-served basis. Athletic transportation to approved scheduled events will receive priority scheduling during July for each fiscal year. Reservations received August 1st through June 30 will be scheduled based on the date the reservation is received (no earlier than August 1st of the respective fiscal year). A written reservation which is confirmed by the Facilities and Operations Office assures the user of a van reservation without fear of "bumping." If the dates/times/events subsequently change, and commitments are already made to other van users, the original user may not "bump" but must make other arrangements. A single department will be allowed a maximum of four vans at the same time.

14. Reimbursement for mileage at current rates will be charged to the responsible department.

15. Violation of any of the above regulations may disqualify the driver from future use of the College vehicles.

WORK ORDERS

Requests for repairs and maintenance should be submitted to the Facilities Department on the regular Work Order form available in the Accounting Office or the Facilities Office. Work requests may be e-mailed to Facilities through Tina Villegas's mailbox. Emergency requests for safety hazards, building deterioration, etc. may be phoned in to the office, Ext. 2296. Requests for furniture moving must be submitted ten days prior to the date needed.

OFFICE SUPPLIES

General office supplies may be obtained from the Bookstore. Consult your department secretary for the proper procedure. Letterhead stationery, memo pads, envelopes, mailing labels, projector bulbs and printer toner cartridges are available at Central Receiving, A-120 using a Warehouse Supplies Request form and your department's budget number.

CENTRAL RECEIVING

Materials received in Central Receiving are sent to the individual who made the request. It is the responsibility of that individual to have the package opened as soon as possible and the contents checked against the invoice or packing slip. Any discrepancy should be noted on the invoice, which must be sent to Central Receiving **immediately**. Shortages must be reported in writing. New equipment must be added to the inventory control promptly so that the inventory is always current and correct.

It is essential that the above procedure be completed accurately and expeditiously, since the Purchasing Office only forwards completed purchase orders for payment. **Vendors cannot be paid until these procedures have been completed**. Cash discounts for prompt payment may be lost if there is any delay in the procedure. INVOICE OR PACKING SLIPS SHOULD BE RETURNED TO CENTRAL RECEIVING WITHIN 48 HOURS.

EQUIPMENT UTILIZATION

Rental of Equipment

Requests for rental of equipment shall be made on regular requisition forms and submitted to the Purchasing Office. Requests should indicate the dates needed and the approximate rental cost. No rental equipment should be obtained or used without prior approval.

Loan of Equipment

Under the California Education Code, school equipment **cannot be loaned for personal or group use** except as provided under the Civic Center Act. Requests shall be processed by the Community Services Office.

Use of Equipment

Transfer of any equipment from one area or department to another, even temporarily, should be noted and an e-mail sent to the Purchasing Manager. This is necessary in order to maintain an accurate equipment inventory and to avoid an inappropriate report of loss.

LOSS/THEFT REPORTS

Each department/division is responsible for maintaining its inventory of furniture and equipment. Any furniture or equipment that appears to be missing should be reported to the Campus Security Office. Care should be exercised to safeguard College equipment since its loss can seriously impair the instructional process. Replacement may not be approved, or funds may not be available for lost/stolen items. Personal property which is brought to the campus is not the responsibility of the District.

BREAKAGE OF EQUIPMENT

Students are responsible for the breakage or loss of any District supplies or equipment assigned to them, where it is apparent that the breakage or loss resulted from neglect or carelessness on the part of the student. The instructor shall keep a record of all articles assigned to each student and inform the student of his/her responsibility in case of the breakage or loss of those articles. The instructor shall report the incident to his/her department chair.

NON-PROFIT BULK MAILING PERMIT

All College personnel are reminded of the availability of the District's **non-profit Bulk Mailing Permit #158** when the need arises for mailing of **200 or more** identical (non-personalized) pieces such as official and/or authorized forms, questionnaires, surveys (with or without envelopes), newsletters, brochures and booklets (up to 24 pages).

Since the use of Permit #158 for such mailings saves the District **more than 75 percent in postage costs** (vs. first-class handling), multiple-piece mailings on a first-class postage basis **will not be accepted**.

When planning Permit #158 Bulk Mailings, please observe the following steps:

1. Notify the Accounting Office Supervisor no less than three weeks in advance of the projected mailing date.

2. Arrange for an orientation session with the District's Publications Coordinator for training in bulk mail procedures.

3. If planning a mailing of **1,000 or more** pieces, the services of the commercial mailing vendor used by the District for Class Schedules distribution may be more cost effective. Contact the Publications Coordinator for information, Ext. 2440.

FINANCIAL INFORMATION

Preparation of the budget is the joint responsibility of the cost center chair and the appropriate division dean. The budget process begins early in the Fall semester and continues throughout the academic year. Budgets and two-year plans are updated each year and submitted to the College Planning Council for study and recommendation. Two-year plans serve as the basis of decisions on new courses, equipment and personnel. Budget worksheets are distributed to cost center chairs prior to budget preparation. A realistic budget is submitted to the appropriate division dean after a careful inventory of supplies and equipment is made. Chair will be notified of the final disposition of budget proposals.

CASH RECEIPTS

All monies for tuition, library fines, transcripts, breakage fines, material fees, student insurance, etc., are collected, receipted and credited to the proper account daily by the cashier in the Cashier's Office, SS150.

EXPENDITURE OF FUNDS

Expenditure of District funds is made in accordance with the final approved budget, utilizing proper procedures through the cost center chairperson. Staff members will be held responsible for any items charged to the District without proper authorization. Unauthorized expenditures will not be reimbursed and are strictly the responsibility of the employee.

STAFF DEVELOPMENT

ORIENTATION OF NEW FACULTY

FACULTY INSERVICE/FLEX DAYS

FACULTY RESOURCE CENTER (FRC)

SEMINARS AND WORKSHOPS

FACULTY ENRICHMENT GRANTS

FACULTY TRAVEL & CONFERENCE FUNDS

THE "FACULTY VOICE"

INSTRUCTIONAL IMPROVEMENT BOOKLET

EXTERNAL AGENCY GRANTS

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STAFF DEVELOPMENT

A variety of activities are available to faculty and staff designed to promote personal and professional growth. Specific activities for faculty include the following:

ORIENTATION OF NEW FACULTY

Orientation of new faculty, full-time and part-time, occurs prior to the beginning of classes in the Fall semester. Information regarding the college mission and goals, instructional responsibilities, available instructional and student support services, department/division responsibilities and college-wide responsibilities is provided.

FACULTY INSERVICE/FLEX DAYS

Faculty Inservice/Flex days provide the opportunity for all faculty to meet and informally interact as well as to participate in a planned educational program. Scheduled activities include presentations by the Superintendent/ President, the Academic Senate President, and college-wide departmentally planned workshops. A theme emanating from college planning documents (e.g., the College Plan, Staff Development Plan, and the Educational Technologies Resource Plan) serve as the focus for Flex Week activities. (See Faculty Responsibilities Section of this manual for additional information on Flex Days.)

FACULTY RESOURCE CENTER (FRC)

The Faculty Resource Center offers training and support for faculty wanting to use technology to enhance in-class instruction or to develop materials for delivery of instruction in alternative formats.

The FRC provides:

- Faculty Training
  - Internet (WWW NetScape)
  - Presentation Software (Astound, PowerPoint, Persuasion)
  - Multimedia Authoring Tools (HyperCard/HyperGASP, Macromedia Director, Multimedia Toolbook, HTML)
  - Digitizing (Sound-SoundEdit 16 and Graphics and Slides-Photoshop)

- Assistance with Courseware Planning and Design
  - Computer-based presentations
  - Stand-alone instructional materials
- The Following Services
  - Word Processing
  - Text Scanning (OCR)
  - Slide Digitizing
  - Graphic Scanning
  - Sound Digitizing
  - Video Capture and QuickTime
  - Internet Searches
  - Software Searches
  - Instructional and Technological Research (Testing and installation of hardware and software, i.e., Houdini DX2 486 DOS compatible card)
- Libraries of Articles, Guides, Tutorials and Software

SEMINARS AND WORKSHOPS

Throughout the academic year, various seminars and workshops are available for all faculty. Among these are the Annual Faculty Lecture, campus-wide seminars coordinated by the Faculty Enrichment Committee, teleconferences and department/divisional workshops. Selected faculty are invited to participate in campus-based instructional development and/or research projects and the California Great Teacher's Seminar.

FACULTY ENRICHMENT GRANTS

Faculty Enrichment Grants provide funding for special faculty projects to develop instructional materials, develop or modify college programs, or to participate in personal/ professional development activities. The Faculty Enrichment Committee reviews applications and recommends projects for funding. Information and application forms are distributed via e-mail each spring. For further information, contact the Chair of the FEC Committee or Academic Senate Office (Ext. 2217).

FACULTY TRAVEL AND CONFERENCE FUNDS

Limited funds are available for faculty travel and conference. Priority for funding is given to conference activities that relate to the College Plan or to specific department or program or goals. Funding requests should be coordinated with the department chair and submitted to the division dean. Travel and Conference Request Forms are available in the Accounting Office (A130).

THE "FACULTY VOICE"

The "Faculty Voice" is a literary publication which encourages professional development and the exchange of ideas between faculty. Interested faculty may submit materials to the chair of the Faculty Enrichment Committee.

INSTRUCTIONAL IMPROVEMENT BOOKLET

Faculty members are recognized for their contributions to teaching and program excellence in the publication entitled "Instructional Improvement at Santa Barbara City College." Published annually, the booklet describes innovative teaching methods, research activities, new programs and international education activities. Materials for inclusion in this booklet is solicited and edited by the Faculty Enrichment Committee.

EXTERNAL AGENCY GRANTS

The following policy has been developed to provide guidelines for persons or departments to apply for grants and entitlements. It is intended to provide encouragement for people to seek supplemental funding in the form of grants, when appropriate. However, there must be sufficient institutional review of such applications to ensure that institutional priorities are the prime mover in seeking such funding and that these priorities are not distorted or compromised by grants received.

Grants should be sought when they are consistent with and in furtherance of institutional objectives. (This implies a need for well-defined objectives.) Also, it should be recognized that what may be high priority needs at Santa Barbara City College may not always be consistent with granting agencies' priorities, and that conditions imposed by granting agencies may not be compatible with the best interests of Santa Barbara City College. Time and resources should not be wasted applying for grants that have very poor likelihood of being funded. Grant proposals should be submitted when there is a reasonable chance to receive funding and when such funding will further the purposes, goals, and objectives of the District.

There may be secondary needs that have good likelihood of getting funded, but which would require diverting resources from primary needs, at least temporarily. In these cases, a value judgment must be made, and that judgment should be made in an institutional context. Such a decision should not be made in the parochial interest of a single individual, department, or division, without consideration of its impact upon the rest of the institution. It is appropriate that this kind of judgment be submitted to the institution-wide decision processes of the College.

This policy shall apply to all applications or proposals for grants, entitlements, and contracts, except those for direct student financial aid, those funded under the Vocational Education Act, those under SB 164 (Alquist-EOPS), and the Children's Center. It shall also apply to gifts to the College as if they were grants in those cases which will require significant support in personnel or maintenance as determined by the Superintendent/President.

1. Any department or cost center is permitted, without further review, to commit appropriations in its regular budget to be used as matching funds in an attempt to expand its resources through grants, provided, that:

    a. The funds will be used for expenditures under the same object account as the original appropriation.

    b. The appropriation has not been previously earmarked for some other specific purpose.

    c. The receipt and acceptance of the grant would not imply a commitment of future funds of the District.

2. Funds so committed by a department or cost center will not be posted to the department or cost center in the event a grant is not awarded by the end of the fiscal year in which the funds were budgeted. They will be carried over intact; i.e., without reduction, into the next fiscal year, and such carryover will have no effect on that department or cost center's appropriations in subsequent years.

3. No grant application or proposal shall be submitted unless its future implications have been thoroughly considered and, when appropriate, subjected to formal review and approval.

    a. If a grant project requires new permanent personnel, then the position(s) required shall be approved in the normal manner for new positions before submittal of the proposal. If temporary positions are required, they should be defined in advance, and the terms of employment, such as duration and fringe benefits, clearly spelled out, before the proposal is submitted. Such temporary positions and the terms of employment shall be reviewed with the department chairperson and the

Vice-President, Human Resources before the proposal is submitted.

b. If a grant project affects curriculum, it shall be reviewed and approved by the department chair, and, when appropriate, by the Curriculum Advisory Committee.

c. If a grant project involves release time for a certificated staff member, it shall be established prior to submittal that a suitable replacement is available, and it shall be reviewed and approved by the department chair.

d. Grant projects which involve inter-departmental articulation shall be reviewed and approved by all affected department chair, prior to submittal of the proposal.

e. All grant projects shall be reviewed before submittal by the Vice-President of Academic Affairs and Vice-President of Business Services under whose jurisdiction the project is carried out. This person shall be responsible to determine that the project, if funded, will be consistent with and supportive of institutional goals and objectives, and that the College is prepared to meet any long-range commitments implied by the project.

If a project or gift will have substantial effect on the balance of instructional programs in the College, as determined by the Superintendent/ President, it shall be reviewed by the Curriculum Advisory Committee before submittal.

4. Grant projects which require matching funds that cannot be derived from departmental appropriations as described under Paragraph #1, may receive matching funds from special accounts that may be appropriated by the Board of Trustees for grant-matching purposes. In order to receive matching funds from this source, the project must meet the following conditions:
a. It must be consistent with the plans and objectives of all departments and cost center involved and with the five-year educational and facility plans of the District.
b. The project must have been reviewed in accordance with Paragraph #3.
c. The project shall be reviewed by the College Planning Council and recommended for funding from this special matching-fund account.

5. Additional District-matching funds may, at the option of the Board of Trustees, be made available from the District's reserve for highly desirable projects that cannot be funded from such a special grant-matching fund. All of the conditions and review processes that have been described above shall apply to grants supported in this way. The Board of Trustees shall be informed at the time the proposal is presented to it for approval to submit that there is a likelihood that matching funds will be required from this source.

6. When any grant project implies a future continuing commitment of District resources beyond the period of the proposed grant, the Board of Trustees shall be informed of such commitment at the time the proposal is presented for approval to submit.

7. Whenever indirect costs are permitted to be charged against a grant project, they shall be included in the grant proposal at the permitted rate, unless the proposal might be rendered non-competitive by the addition of this cost. In such cases, indirect costs at the permitted rate may be shown as a District contribution to the project in order to demonstrate District commitment. Whenever permissible, if matching funds are required, indirect costs at the permitted rate will be applied as part or all of the required matching contribution.

8. When a departmental budget request includes items that are likely to be wholly or partly funded through grants, that department shall be encouraged to apply for a grant.

9. Departments seeking grants which permit in-kind matching in lieu of cash are strongly urged to seek such support from the community or business, industry, and professions.

10. Departments and cost centers are urged and encouraged to develop long-range plans and to begin the process of seeking grant support well in advance of the anticipated need.

11. Applications for grants or fellowships which are awarded to individuals rather than the institution need not be reviewed or approved, in themselves, except that the activity to be carried out under the grant or fellowship may require approval under other District policy; e.g., sabbatical leave policy.

FACULTY EVALUATION

PROBATION AND TENURE

EVALUATION OF FACULTY

PROCEDURE FOR EVALUATION OF PROBATIONARY CONTRACT AND TEMPORARY FACULTY

PROCEDURE FOR EVALUATION OF TENURED CONTRACT FACULTY

PROCEDURE FOR RE-EVALUATION OF TENURED CONTRACT FACULTY WITH PERFORMANCE DESIGNATED AS NEEDS IMPROVEMENT

PROCEDURE FOR REEVALUATION OF TENURED FACULTY WHO DEMONSTRATE SUBSTANDARD PERFORMANCE

POLICIES AND PROCEDURES FOR EVALUATION OF HOURLY FACULTY

PERFORMANCE CRITERIA GUIDELINES FOR FACULTY EVALUATION COMMITTEES

PROCEDURE FOR EVALUATION OF FACULTY WITH DUTIES DESIGNATED AS PRIMARILY MANAGEMENT, COORDINATION OR PROGRAM LEADERSHIP

FORMS FOR USE BY FACULTY EVALUATION COMMITTEES

- Faculty Responsibilities Checklist
- Dean's Comment Form
- Faculty Evaluation Summary (Contract Faculty)
- Hourly Faculty Evaluation Form
- Standard Form for Student Evaluation of Faculty

GUIDELINES FOR CONDUCTING STUDENT EVALUATION SURVEYS

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PROBATION AND TENURE

1710 General

The probationary period shall be four academic years. All probationary contract faculty shall be evaluated during each semester of the first year and at least once each year thereafter. At the completion of the fourth year evaluation, a determination shall be made regarding the granting of tenure, in accordance with section 1700 and section 2100 of these policies. Faculty hired mid-year into permanent positions will be evaluated according to the temporary faculty evaluation policy and will begin the four-year tenure

1720 First Contract--First Year Probationary Faculty (E.C. 87608)

A. Evaluation shall occur each semester.

B. Midyear dismissal is allowed only on the same grounds and following the same procedures as for regular tenured faculty. (E.C. 87666)

C. At the end of the first year, the Board of Trustees may elect to:

1. Enter into a contract with the faculty member for the following academic year
2. Not enter into a contract with the faculty member for a second academic year. However, before this can occur, the Board must have done all of the following:
    a. Received the most recent evaluation.
    b. Received a written recommendation from the Superintendent/President.
    c. Taken action at a regular meeting of the Board.
    d. Given written notice of its decision and the reason(s) not to offer a contract for the following year to the faculty member on or before March 15 of the academic year covered by the existing contract (E.C. 87610).
    e. Informed the employee of his/her right to file a grievance regarding the first year probationary evaluation process (E.C. 87610.1) as outlined in section 1750 below.

1730 Second Contract--Second Year Probationary Faculty (E.C. 87608.5)

A. Evaluation shall occur in the fall semester. An optional evaluation may be performed in the spring semester.

B. Midyear dismissal is allowed only on the same grounds and following the same procedures as for regular tenured faculty. (E.C. 87666)

C. At the end of the second year, the Board of Trustees may elect to:

1. Enter into a contract with the faculty member for two additional academic years.
2. Not enter into a subsequent contract with the faculty member. However, before this can occur, the Board must have done all

of the following:

a. Received the most recent evaluation.
b. Received a written recommendation from the Superintendent/ President.
c. Taken action at a regular meeting of the Board.
d. Given written notice of its decision and the reason(s) not to offer a contract for the third and fourth years to the faculty member on or before March 15 of the academic year covered by the existing contract (E.C. 87610).
e. Informed the employee of his/her right to file a grievance regarding the second year probationary evaluation process (E.C. 87610.1) as outlined in section 1750 below.

1740 Third Contract--Third/Fourth Year Faculty (E.C. 87609)

A. Evaluation shall occur at least once during each year. Fourth year evaluation shall be required in the fall semester.

B. Midyear dismissal is allowed only on the same grounds and following the same procedures as for regular tenured faculty. (E.C. 87666)

C. At the end of the fourth year, the Board of Trustees may elect to:

1. Grant tenure to the faculty member and employ the individual as a tenured faculty member for subsequent years.

2. Not grant tenure to the faculty member. However, before this can occur, the Board must have done all of the following:

    a. Received the most recent evaluation.
    b. Received a written recommendation from the Superintendent/ President.
    c. Taken action at a regular meeting of the Board.
    d. Given written notice of its decision not to offer tenure and the reason(s) to the faculty member on or before March 15 of the second year of the existing contract (E.C. 87610).
    e. Informed the employee of his/her right to file a grievance regarding the Board of Trustees' decision (E.C. 87610.1) as outlined in section 1750 below.

EVALUATION OF FACULTY

2110 General Statement

The Santa Barbara Community College District is committed to the creation of a climate of learning in which excellence of performance by students and staff and continuing personal and professional growth are both encouraged and made possible. The evaluation of all faculty shall be directed toward the achievement of the following objectives:

--- To ensure quality instruction and support services on the SBCC campus
--- To share ideas for quality instruction and service to students with other faculty
--- To identify areas of strength and/or areas needing improvement, and to develop a plan for improvement, if needed

In its procedures for evaluation of faculty, the District shall be guided by the following policies:

a. Frequency of Evaluation

1. Probationary contract faculty shall be evaluated as follows:

   a) First-year probationary faculty shall be evaluated in the fall and spring semesters.
   b) Second-year probationary faculty shall be evaluated in the fall semester. An optional evaluation may be performed in the Spring Semester.
   c) Third-year probationary faculty shall be evaluated during the fall and/or spring semester. Scheduling of the third-year evaluation(s) shall be at the discretion of the department chair.
   d) Fourth-year probationary faculty shall be evaluated in the fall semester.

2. Regular tenured contract faculty shall be evaluated every three years. Time spent on sabbatical leave shall be excluded from computation of service for purposes of evaluation.

3. Temporary contract faculty shall be evaluated during the first three consecutive semesters and once each year thereafter using the procedure outlined for probationary faculty.

4. Hourly faculty shall be evaluated as described in procedures for evaluation of faculty (Appendix E).

b Responsibility for Evaluation

1. Peer review will be used in the evaluation process.

2. It shall be the responsibility of each full-time faculty member to participate in his/her own evaluation and to participate on an equitable basis in the evaluation of other members of the faculty.

3. Area deans are responsible for ensuring that evaluations are completed on schedule and according to procedure.

4. Committee composition for each category of faculty (i.e. probationary, temporary, regular tenured and hourly) is described in the procedures in Appendix E. To the extent possible, the evaluation committee shall reflect the diverse population of California.

c. The District recognizes its responsibility to provide support for evaluation procedures and to provide assistance with and opportunities for growth and improvement of performance.

d. Those being evaluated shall be protected from misuses of evaluation and shall be entitled to protection of their civil, professional, and human rights.

e. The Academic Policies Committee shall periodically review the evaluation policy and procedures and recommend modification as needed.

2120 Performance Criteria

In accordance with the provisions of the Education Code Section 87664, which requires the Board, in consultation with the faculty, to set forth "reasonable but specific standards which it expects its certificated employees to meet in the performance of their duties," the following general professional criteria shall serve as a basis for evaluating all faculty:

A. Expertise in academic discipline or area of assignment

B. Teaching effectiveness and/or performance of job

C. Availability to students and colleagues

D. Fulfillment of responsibilities to the college community and SBCC's goals and policies

E. Professional growth

2130 Procedures for Evaluation

Procedures for Evaluation are contained in Appendix E.

PROCEDURE FOR EVALUATION OF PROBATIONARY CONTRACT AND TEMPORARY FACULTY

A. Selection of Committee

Upon notification from the Area Dean, the department chair or if the evaluatee is the department chair, the dean in consultation with the Academic Senate

President, shall form an evaluation committee. Committee composition shall consist of:

1. The evaluatee, as a nonvoting member.
2. The department chair. (If the evaluatee is department chair, an additional tenured faculty from the evaluatee's field or a closely related discipline.)
3. One tenured faculty from the evaluatee's field or a closely related discipline.
4. One tenured faculty from outside the department.
5. Area dean (non-voting) for years one and two of the 4-year probationary evaluation schedule, and at the discretion of the dean or the committee in years three and four.

The three voting members of the evaluation committee shall choose one member (not the evaluatee) to serve as chair.

B. Committee Responsibilities

1. Plan for Evaluation: Committee members will select a chair and establish a timeline by the sixth week of the semester in which the evaluation takes place.

2. Review Course Materials: The evaluatee shall provide relevant course/job performance materials for review by committee members e.g., syllabi, exams, student records, counseling notes, etc.

3. Obtain Written Comments: Obtain written comments from the evaluatee (self-evaluation), evaluatee's department chair ***(Faculty Responsibilities Checklist)*** and dean ***(Dean's Comment Form)*** regarding the individual's performance of job requirements and fulfillment of departmental and campus responsibilities. The five performance criteria listed in Section 2120 shall be considered: a) expertise in discipline; b) effectiveness in performing job; c) availability to students and colleagues; d) fulfillment of college responsibilities; and e) professional growth. See Performance Criteria Guidelines in Appendix E, Section VI.

4. Review Previous Evaluations: Obtain and review copies of previous evaluation reports.

5. Obtain Client Data: A written client survey will be distributed and collected w*ithout the evaluatee present*. For instructors, the survey will be taken covering each section taught by the evaluatee. To ensure objectivity in client surveys, discussion about the instructor or course shall take place after distributing and collecting the surveys. In the case of non teaching faculty (e.g. counselors, college nurse, librarian, etc.) the evaluator shall ensure that the procedure for client surveys adopted by that department is carried out. Faculty with duties designated as primarily Management, Leadership or Coordination shall follow procedures outlined in Appendix E-VII.

6. Observe the Evaluatee: Each member of the committee will observe the evaluatee in the performance of his/her duties. For instructors, a committee member will visit each section of the evaluatee's classes for at least one class meeting or a minimum of 50 minutes. For large lecture classes that have multiple labs and/or discussion groups, a minimum total of two lab and two discussion sections will be observed. The specific sections to be observed will be selected by the committee. For non-instructional faculty, the evaluatee shall be observed in the performance of a variety of their duties by each member of the committee for a minimum total of 50 minutes.

7. Prepare Evaluation Report: Members other than the evaluatee will prepare a written report which includes:

a. A compilation of client survey results, including an accurate tabulation of quantitative results and a transcription of qualitative client survey data, presented in such a way as to protect the confidentiality of the individual student's response.

b. The ***Faculty Responsibilities-Checklist***, which includes department chair comments

c. The ***Dean's Comment Form***

d. Evaluatee's written self-evaluation

e. A brief summary of the evaluation which includes conclusions and recommendations and a written statement indicating Satisfactory, Needs Improvement or Substandard performance. If the evaluatee's performance is satisfactory, suggestions to enhance satisfactory performance may be included to assist the evaluatee to achieve even higher levels of performance. In the case of a Satisfactory evaluation, item 10 below does not apply.

f. The ***Faculty Evaluation Summary Form*** with appropriate signatures.

Any committee member, including the evaluatee, may append an individual statement to the committee report.

8. Make recommendation: For probationary tenure track faculty, the committee report shall also include a recommendation to:

a. Enter into a contract with the faculty member for the following academic year(s) in accordance with district policy 1700.

or

b. Not enter into a contract with faculty member for the following academic year(s), including reasons, in accordance with district policy 1700.

or

c. Grant tenure, in the fourth year, to the faculty member in accordance with district policy 1700.

If a probationary faculty member's performance is evaluated as needing improvement, the committee ***may*** recommend that the district "not enter into a contract for the following academic year(s)." If the evaluatee's performance is evaluated as Substandard, the committee ***must*** recommend that the district "not enter into a contract for the following academic year(s)."

9. Submit Evaluation Report: The completed evaluation report, including recommendations, shall be submitted to the division dean by the last day of instruction as designated on the college calendar for the semester in which the evaluation is conducted.

10. Develop Plan for Improvement: If a probationary evaluatee's performance is evaluated as Needs Improvement, the committee (including the evaluatee, the department chair and dean) will develop a plan for improvement. The plan for improvement shall include a statement of areas needing improvement (based on the ***Performance Criteria Guidelines,*** Appendix E–VI) and the criteria for determining if improvement has occurred. (Not applicable when the faculty member has not been recommended for rehire.)

    The evaluatee and the evaluation committee chair will sign the plan for improvement, and a copy of the plan will be submitted with the committee's initial evaluation report by the end of the semester in which the evaluation was conducted. The evaluatee may submit personal reflections on the plan.

C. Re-evaluation of Probationary Contract Faculty with Performance Designated as Needs Improvement

1. Timeline: When probationary faculty member's performance has been evaluated as Needs Improvement, re-evaluation shall occur the following semester.

2. Committee Selection: The department chair, in consultation with the division dean, shall form the re-evaluation committee (Not applicable when faculty member has not been recommended for rehire.) The Committee shall consist of the following:

    a. The evaluatee.

    b. Two faculty members from the original evaluation committee, if possible. (If not possible, tenured faculty alternates from the evaluatee's field or a closely related discipline will be added to the committee.)

    c. The department chair. (If the evaluatee is department chair, an additional tenured faculty from the evaluatee's field or closely related discipline.)

    d. The appropriate dean.

    The department chair (or designee) shall serve as chair of the re-evaluation committee. All members, except the evaluatee, shall have full voting rights.

    The evaluation will be based on the plan for improvement formulated by the previous committee. A written report will be prepared that addresses the plan for improvement in addition to the items outlined above in 7a-e of the Procedure for Evaluation of Probationary and Temporary Contract Faculty.

3. Submission of Re-evaluation Report: The completed report, including recommendations, shall be submitted to the appropriate dean by the last day of instruction as designated on the college calendar for the semester in which the re-evaluation is conducted.

Revised and Approved Board of Trustees: June 27, 1991; September 10, 1992; September 24, 1998; June 24, 1999

PROCEDURE FOR EVALUATION OF TENURED CONTRACT FACULTY

A. Committee Composition

1. Area deans shall notify the faculty member when their evaluation is due.

2. The committee shall consist of the evaluatee and at least two other tenured certificated persons who have not served on the evaluatee's two most recent evaluation committees. (These two persons shall hereinafter be referred to as "evaluators.") One of the two evaluators shall be in the evaluatee's discipline or in a closely related discipline. The second of the two evaluators shall be from outside the evaluatee's discipline.

B. Committee Selection

1. The evaluatee shall select the first evaluator from his or her discipline. That evaluator shall select the second evaluator. The evaluatee shall be allowed one veto of the second evaluator. In the case of disagreement regarding committee composition after one veto, the evaluatee's Dean shall arbitrate, and if necessary make the decision.

2. The evaluatee may elect to have up to two additional faculty, beyond the required minimum, as committee members. Additional members shall be by unanimous choice of the existing committee.

3. Once the committee has been selected, the evaluatee shall inform the department chair (or when the evaluatee is a department chair, the division dean) of the committee membership.

C. Committee Responsibilities

1. Selection of Committee Chair: The evaluation committee shall select a committee member other than the evaluatee to be the chair by the end of the sixth week of the semester in which the evaluation is being conducted. The committee chair shall then be responsible for seeing that the evaluation is carried out in accordance with the procedures stated here (Appendix E-II) and that the final report is forwarded to the department chair (or when the evaluatee is a department chair, the division dean) by the last day of instruction as designated on the college calendar for the semester in which the evaluation is being conducted.

2. Establish Timeline: The committee shall review the mandatory activities listed below in items 3a - 3h and set up a timeline for carrying them out consistent with the two deadlines stated in item C1 above.

3. Conduct Evaluation: The evaluation committee must perform the following activities in conducting the evaluation:

   a. Review the evaluatee's most recent Faculty Evaluation Report before setting up the timeline for other activities.

   b. Review Performance: To evaluate performance of faculty responsibilities, the committee chair shall request from the evaluatee's department chair (or in the case of a department chair, the division dean) and present to the committee a completed ***Faculty Responsibilities Checklist***. The committee chair shall also request from the evaluatee's dean and present to the committee a completed ***Dean's Comment Form***.

   c. Review the evaluatee's written self-evaluation.

   d. Observe Evaluatee: For instructional faculty, each evaluator shall observe the evaluatee in the performance of her/his duties for a minimum of 50 minutes of instruction. For non-instructional faculty, each evaluator shall observe the evaluatee in any number of roles involving direct student contact for a combined total of a minimum of 50 minutes.

   e. Conduct Client Survey: In the case of instructional faculty, ensure that *anonymous, written client surveys* on the form approved by the evaluatee's department are conducted in each section of each course (except co-requisite laboratory courses) currently being taught by the evaluatee. The surveys shall be conducted by the evaluators *without the evaluatee present.* To ensure objectivity in the client surveys, discussion with the class about the instructor or the course shall take place after distributing and collecting the surveys. In the case of non-teaching faculty (e.g. counselors, college nurse, librarians, etc.), the evaluator shall ensure that the procedure for client surveys adopted by the evaluatee's department is carried out.

      Each non-instructional department of the college shall develop a form for surveying clients appropriate to that department's special function to be used by all faculty members in that department. It is recommended that each department's (both instructional and non-instructional) client survey form be reviewed by the Academic Policies Committee prior to first-time use by the department. See Appendix E-Section VII for Procedures for Evaluation of Faculty with Duties Designated as Primarily Management, Leadership or Coordination.

   f. Summarize Client Survey Data: Ensure that quantitative results of the written client surveys are tabulated accurately and that qualitative results are transcribed and presented in a way that protects the confidentiality of individual student responses.

g. Additional Components: The evaluatee or the evaluation committee may request additional components to the evaluation, beyond the minimum required in sections 3a - 3f above. Optional activities that might be included are:

- Review of course syllabi, assignments, exams or other materials used by the evaluatee.
- Additional observation of the evaluatee in the performance of her/his duties.
- Long-term follow-up on clients.
- Review of videotaped class sessions conducted by the evaluatee.
- Review of feedback from other faculty served by the evaluatee.
- Participation by the Dean and/or department chair.

h. Prepare Final Report: Complete the ***Faculty Evaluation Summary Form*** basing findings on the District Performance Criteria listed in Section 2120 (demonstrates expertise in academic discipline and/or area of assignment; effectiveness in teaching and/or performance of job; availability to students and colleagues; responsibilities to the college community and SBCC's goals and policies; professional growth). See Appendix E–VI for ***Performance Criteria Guidelines***. Each committee member shall review all evaluation materials before the ***Faculty Evaluation Summary Form*** is completed.

The committee shall determine the evaluatee's performance to be "Satisfactory," "Needs Improvement," or "Substandard." If the finding is "Needs Improvement" or "Substandard," the re-evaluation process outlined in Appendix E–III, "Needs Improvement" or Appendix E–IV "Substandard" shall be followed. If there is an impasse, the Academic Senate President (or designee) shall be added to the committee to serve as tie-breaking person.

Sign and forward the complete evaluation report (see subsection D below) to the department chair who shall sign in acknowledgment that the evaluation has been completed and forward the report to the appropriate dean. The dean shall then sign in acknowledgment that the evaluation has been completed and forward the report to the Vice-President, who shall be responsible for ensuring that the report is filed with the Office of Human Resources.

D. Submission of Evaluation Report

The completed evaluation report shall be submitted to the Division Dean not later than the last day of instruction, for the semester in which the evaluation is done.

When the evaluatee's performance is determined to be satisfactory, the Evaluation Report shall consist of the ***Faculty Evaluation Summary***, summaries of the client surveys, the ***Faculty Responsibilities Checklist***, and (at the discretion of the evaluatee) the written self-evaluation and/or the ***Dean's Comment Form***. If the performance of the evaluatee is evaluated as Needs Improvement or Substandard, the written self-evaluation and the ***Dean's Comment Form*** shall be included with the final report. No alterations or additions shall be made to the committee's final evaluation report once it has been signed by the committee. The two most recent evaluations shall be kept on file in the Office of Human Resources.

Revised and Approved Board of Trustees: October 28, 1982; August 16, 1990;
September 1, 1992; September 24, 1998; June 24, 1999

PROCEDURE FOR RE-EVALUATION OF TENURED CONTRACT FACULTY WITH PERFORMANCE DESIGNATED AS NEEDS IMPROVEMENT

A. Overview

If the report of the evaluation committee indicates that the faculty member's performance Needs Improvement, a review of the faculty's progress toward improvement will be completed within two semesters following the initial committee recommendation. The department chair (or in the case of a department chair, the dean) is responsible for ensuring that the review process is completed on schedule.

B. Development of Plan for Improvement

1. The original evaluation committee, including the evaluatee, in consultation with the department chair (or equivalent) and the dean, will develop a plan for improvement. The evaluatee and the evaluation committee chair will sign this plan for improvement. The evaluatee may submit personal reflections on the plan. A copy of the plan will be submitted with the committee's initial evaluation report by the end of the semester in which the evaluation was conducted. The plan for improvement shall include a statement of areas needing improvement (based on the ***Performance Criteria Guidelines***, Appendix E–VI) and the criteria to be used to determine if improvement has occurred.

2. The committee, evaluatee, department chair and dean will determine:

    - appropriate follow-up, based on the nature of improvement recommended,
    - the nature of evidence of improvement,
    - whether a full re-evaluation at the end of the year is necessary.

    For example, if improvement was needed in classroom presentation, student surveys and observation may be required; if improvement was in syllabi or test composition, committee review may be sufficient; for improvement in committee/college participation, statements of improvement from department chair or committee chair may be sufficient.

C. Implementation of the Plan

Not more than two semesters shall be allowed for implementation of the plan, with re-evaluation taking place during the second half of the second semester. The evaluatee or the committee has the option of choosing a mentor faculty member to serve as a resource and provide feedback to the evaluatee during the period of implementation of the plan. If this option is selected, the evaluatee, the committee and the department chair must agree on the mentor.

D. Selection of Committee for Re-evaluation of Improvement

1. At the beginning of the second semester after the recommendation of Needs Improvement, the department chair (or in the case of the department chair, the dean) will form the re-evaluation committee. The committee will consist of:

   - The evaluatee
   - The two faculty members from the original evaluation committee, if possible. (If not possible, tenured faculty alternates from the evaluatee's field or a closely related discipline.)
   - The department chair
   - The appropriate dean (votes only to break a tie)

2. The department chair shall serve as chair of the re-evaluation committee.

E. Committee Responsibilities

1. Plan for Re-evaluation: At its first meeting, the committee will review the evaluation report from the previous evaluation, the plan for improvement and establish a timeline for re-evaluation. The evaluatee will present a written report to the committee describing progress toward goals outlined in the plan for improvement.

2. Conduct the Re-evaluation: Re-evaluation shall be conducted consistent with procedures outlined in Appendix E-II. At the discretion of the committee, re-evaluation may consist of review of all or selected aspects of the evaluatee's performance.

3. Prepare Report: Members of the committee, other than the evaluatee, will prepare a written report that addresses item B-2 above. All members of the committee will sign the report. Any member of the committee may append an individual statement to the committee report.

4. Make Recommendation:

   a. If improvement has been satisfactory, recommend returning the faculty evaluatee to the regular Faculty Evaluation schedule; the period of Needs Improvement constitutes the first year of the three-year cycle.

   b. If satisfactory progress has been made, but further improvement is still needed, the Needs Improvement time period may be extended one time, for a maximum of one additional year.

c. If reasonable effort at improvement has not been made, the evaluatee is referred to the Procedure for Re-evaluation of Tenured Contract Faculty who Demonstrate Substandard Performance (Appendix E-IV), where dismissal may be the ultimate recommendation.

5. Submit Report: Report shall be submitted to the faculty member's Vice President by the last day of instruction as designated on the college calendar for the semester in which the re-evaluation is completed.

Approved Board of Trustees: September 24, 1998

PROCEDURE FOR RE-EVALUATION OF TENURED CONTRACT FACULTY WHO DEMONSTRATE SUBSTANDARD PERFORMANCE

A. Overview

If the report of the evaluation committee indicates that the faculty member's performance is Substandard, a re-evaluation will be completed by the end of the following semester. The re-evaluation process will use peer review and be based on a written plan for improvement. Division deans are responsible for ensuring that the re-evaluation process is completed on schedule.

B. Development of Plan for Improvement

The original evaluation committee, including the evaluatee, in consultation with the department chair (or the equivalent) and dean, will develop a plan for improvement, stating specific actions to be taken. All parties will sign this plan for improvement. The evaluatee may submit his/her reflections on the plan. The committee will file a copy of the plan with the committee's evaluation report by the end of the semester in which the initial evaluation was conducted. The plan for improvement shall include:

1. Identification of areas needing improvement
2. Specific goals to be achieved
3. Suggested means for improvement
4. Timeline for plan
5. Criteria for determining satisfactory performance at the time of re-evaluation

C. Implementation of the Plan

One-half semester shall be allowed for implementation of the plan by the evaluatee. Re-evaluation shall be completed by the end of that semester. A mentor, mutually agreed upon by the evaluatee and the department chair, will be selected to serve as a resource to the evaluatee. The mentor will provide feedback to the evaluatee but will not participate in formal evaluation procedures.

D. Selection of Committee for Re-Evaluation

1. At the beginning of the semester following the evaluation that identified Substandard performance, the department chair (or equivalent) in consultation with the dean will form a new evaluation committee. The committee will consist of the following:

a. The evaluatee (as a non-voting member).

b. The department chair (if the evaluatee is department chair, an additional faculty member from the evaluatee's field or a closely related discipline).

c. Two regular tenured faculty members, mutually agreed upon by the evaluatee and department chair (in the case of a department chair, the dean).

d. The chair of the Academic Policies Committee (or designee), as a non-voting observer.

e. The appropriate dean (as a non-voting member).

2. In the case of disagreement regarding the composition of the committee, the arbitrators will be the President of the Academic Senate, the division dean, and the Vice President of Academic Affairs or Vice President of Student Affairs.

3. The department chair shall serve as committee chair.

E. Committee Responsibilities

1. Plan for Re-evaluation: The re-evaluation committee chair will convene the committee not later than the eighth week of the semester following a Substandard recommendation. At its first meeting, the committee will review the evaluation report from the previous evaluation and the plan for improvement. It will also establish a timeline for the re-evaluation process, which must be completed by the last day of instruction for that semester. The evaluatee will present a written report to the committee describing progress toward goals outlined in the plan.

2. Conduct Re-evaluation: The re-evaluation will be conducted using the process described in the Procedure for Evaluation of Tenured Contract Faculty. (Appendix E-II)

3. Prepare Report: Members of the committee other than the evaluatee will prepare a written report that addresses each of the five performance criteria that were Substandard, with particular emphasis on the specific goals outlined in the evaluatee's individual plan for improvement. Within the report will be a statement that indicates whether the evaluatee has demonstrated successful performance in appropriate areas identified in the criteria for evaluation All members shall sign the report. Any member of the committee may append an individual statement to the committee report.

4. Make Recommendation: The report shall include a recommendation to:

a. return the faculty member to the regular rotation for faculty evaluation;

b. move the faculty member to the Needs Improvement evaluation procedure;

c. continue with the Substandard procedure for a maximum of one additional semester;

d. proceed with dismissal.

If b, c, or d above is selected by the committee, the report will be forwarded to the appropriate vice president for administrative review and action.

5. Submit Report: By the end of the last day of instruction as designated on the college calendar for that semester, the committee will submit the completed report to the appropriate dean.

Approved Board of Trustees: July 12, 1972
Revised and Approved: October 30, 1975; November 18, 1976; March 10, 1977; July 13, 1978; January 10, 1980; May 8, 1980; August 16, 1990; September 24, 1998

POLICIES AND PROCEDURE FOR THE EVALUATION OF HOURLY FACULTY

A. Policy Statement

In Accordance with the provisions of the Education Code Section #87664, which requires the Board in consultation with the faculty to set forth "reasonable but specific standards which it expects its certificated employees to meet in accordance with their duties," the following general professional criteria shall serve as a basis for evaluating all certificated hourly faculty:

1. Expertise in academic discipline or area of assignment.
2. Teaching effectiveness and/or performance job
3. Availability to students and colleagues.

B. Procedure

1. All new hourly faculty shall be observed by the department chair or designee (a tenure track faculty member) during the first and second semester of employment.

   All continuing hourly faculty shall be observed by the department chair or designee (a tenure track faculty member) at least once every four semesters or two years, whichever occurs first.

2. The evaluator shall administer a department approved student survey *without the evaluatee present*. To ensure objectivity in the client surveys, any discussion with the class about the instructor or the course shall take place after distributing and collecting the surveys. In the case of non teaching faculty (counselors, librarians, the college nurse, etc.), the evaluator shall ensure that the procedure for client surveys adopted by the evaluatee's department is carried out.

3. After the observation, a written summary of the evaluation shall be given to the hourly faculty member. This written evaluation shall reflect:

    a. Results from the student surveys tabulated and transcribed in a manner that protects the confidentiality of the individual student.

    b. Adherence to Criteria 1, 2, and 3 of the ***Performance Criteria Guidelines*** (Appendix E-VI) .The evaluation report shall be in narrative form; however, if the hourly faculty member has had satisfactory evaluations for the past four years, the ***Hourly Instructor Evaluation Form*** may be used in lieu of a narrative report.

4. A copy of the evaluation shall also be submitted to the department chair for review and forwarded to the appropriate dean by the last day of instruction as designated on the college calendar for the semester in which the evaluation is conducted.

C. These evaluation procedures are intended as minimum requirements. A department may impose additional requirements as part of its hourly evaluation procedure.

Approved by the Board of Trustees: November 10, 1994; September 24, 1998

PERFORMANCE CRITERIA GUIDELINES FOR FACULTY EVALUATION COMMITTEES:

The following guidelines give a profile of some of the qualities a faculty member ought to demonstrate who falls into one of the three rating categories (Satisfactory, Needs Improvement, Substandard). The guidelines are not all-inclusive—they are meant to provide some examples on which to base committee findings. Interpretation and application of these criterion are within the judgment of the committee, based upon student evaluations, input from observations, and/or review of optional feedback from the area dean or department chair, or other supplemental materials.

CRITERION 1: DEMONSTRATES EXPERTISE IN ACADEMIC DISCIPLINE AND/OR AREA OF ASSIGNMENT

Satisfactory: The faculty member consistently:

- Imparts current and accurate discipline-specific knowledge and information to students and colleagues;
- Communicates information to students, faculty and staff clearly and accurately;

- Maintains currency and depth of knowledge in discipline by participating in professional organizations, conferences, workshops, reading professional journals and engaging in informal discussions with colleagues;
- Develops and maintains an awareness of community/societal applications of knowledge of his/her discipline.

Needs Improvement: Inconsistently meets standards such that a plan for improvement is required.

Substandard: Fails to meet the above standards in such a way that student learning is impaired or the performance of non-teaching duties negatively affects students and dismissal from classroom teaching or job assignment is strongly indicated.

CRITERION 2: EFFECTIVENESS IN TEACHING AND/OR PERFORMANCE OF JOB

Satisfactory: The faculty member consistently:

- Prepares course syllabi and other materials for distribution; maintains a lesson plan; has clear course objectives and requirements consistent with department standards;
- Administers examinations and evaluates student performance in a manner consistent with the Course of Study Outline and department standards for the course;
- Presents material at appropriate student level of understanding;
- Demonstrates interest in student understanding and mastery of information presented;
- Incorporates effective teaching techniques;
- Works to stimulate a spirit of inquiry in students; encourages students to be independent in their learning; engages students in the subject matter through sound pedagogy and enthusiasm;
- Shows a positive attitude and respect for student opinions; encourages student effort;
- Demonstrates fairness in the discussion and evaluation of student work.
- In the case of non-teaching faculty (e.g.: counselors, librarians, DSPS, EOPS, FRC, LSS) additional criteria for evaluating performance of job may be developed by the faculty's department based upon state competencies and Ed. Code regulations appropriate to the discipline.

Needs Improvement: Inconsistently meets standards such that a plan for improvement is required.

Substandard: Fails to meet the above standards in such a way that student learning is impaired or the performance of non-teaching duties negatively affects students and dismissal from classroom teaching or job assignment is strongly indicated.

Criterion 3: Availability to Students and Colleagues:

Satisfactory: The faculty member consistently:

- Establishes and maintains office hours or appointments at reasonable times and within requirements of college policy;
- Makes him/herself available for regularly scheduled committee, division and department meetings that do not conflict with teaching or work assignment;
- Seeks to maintain a collegial atmosphere with staff and other faculty;
- Is receptive and respectful of the needs of individual students and tries to accommodate special circumstances;
- Responds in a timely manner to communication from faculty and staff.

Needs Improvement: Inconsistently meets standards such that a plan for improvement is required.

Substandard: Fails to meet the above standards in such a way that student learning is impaired or the performance of non-teaching duties negatively affects students and dismissal from classroom teaching or job assignment is strongly indicated.

Criterion 4: Responsibilities to College Community and SBCC's Goals and Policies:

Satisfactory: The faculty member consistently:

- Meets college deadlines for turning in grades, textbook orders, etc.;
- Demonstrates integrity and respects professional ethics of his/her field; does not use his/her position for private advantage;
- Honors confidential information received in the course of professional duties unless otherwise required by law;
- Responsibly represents the profession or the institution in public discussions; distinguishes between private views and official positions of the college or the department;
- Supports and contributes to the college's overall mission and goals; participates in department and college planning activities;
- Demonstrates an awareness of and compliance with district policies and procedures;
- Demonstrates an awareness of and sensitivity to the needs of a culturally diverse college community;
- Attends required college activities, e.g.: flex days, in-service days, graduation;
- Makes required reports, e.g.; absences, etc.

Needs Improvement: Inconsistently meets standards such that a plan for improvement is required.

Substandard: Fails to meet the above standards in such a way that student learning is impaired or the performance of non-teaching duties negatively affects students and dismissal from classroom teaching or job assignment is strongly indicated.

Criterion 5: Professional Growth:

Satisfactory: The faculty member consistently:

- Takes advantage, when possible, of educational opportunities such as seminars, workshops, professional conferences, and college-sponsored resources, flex day activities, in-service;
- Evaluates his/her performance on an on-going basis and seeks ways to improve effectiveness;
- Establishes relationships with individuals, businesses, community organizations and educational institutions, as appropriate;
- Participates in curriculum/program modification or development, classroom research and appropriate community activities.

Needs Improvement: Inconsistently meets standards such that a plan for improvement is required.

Substandard: Fails to meet the above standards in such a way that student learning is impaired or the performance of non-teaching duties negatively affects students and dismissal from classroom teaching or job assignment is strongly indicated.

Approved Board of Trustees: September 24, 1998

PROCEDURE FOR EVALUATION OF FACULTY WITH DUTIES DESIGNATED AS PRIMARILY MANAGEMENT, COORDINATION OR PROGRAM LEADERSHIP*

A. Overview

Within the faculty ranks, there are a number of positions where the faculty member primarily performs duties that are designated as management, coordination, and/or program leadership and, therefore, may have very little or no traditional classroom student contact. These "non-teaching" faculty serve a distinctly different clientele, including students outside the classroom and/or peers and/or community members.

To adequately solicit input on the unique performance demands of these positions and to ensure the evaluatee the protection of a uniform, campus-wide process while affording maximum flexibility in complying with district policy (#2100) and procedures (Appendix E-I or E-II), the following supplemental evaluation procedures shall be followed:

B. Committee Selection

1. Committee selection and composition shall follow the policy guidelines for whichever evaluation category the evaluatee qualifies. (Refer to District Policy 2100, Appendix E.)

C. Client Survey

1. The "client pool" for the purpose of soliciting information on the performance of the faculty member shall be selected by consensus of the committee and the evaluatee. The area dean shall be asked to provide a list of suggested clients for the committee's consideration. If the consensus is not reached, the area dean shall select the client pool.

2. Evaluatee (if single person department or area) or department may customize the client surveys to reflect the unique duties of that faculty member. Questions asked of clients shall reflect relevant elements of the Five Performance Criteria and specifics from the job description under which the faculty member assumed the leadership position. The six standard evaluation questions (#1, 4, 8, 15, 16 and 18) on the College's standard evaluation form (Appendix E, Section VIII) must be included on the survey.

D. Schedule for Evaluation

1. In the case where a tenured faculty assumes a new management position with duties different from those for which s/he was originally hired, the evaluatee shall be evaluated once each year for the first two years. Following satisfactory evaluations in the second year of the new assignment and if the evaluatee was previously granted tenure, the schedule for subsequent evaluations shall be followed as outlined in district policy, Appendix E-II: Procedure for Evaluation of Tenured Contract Faculty.

2. A non-tenured faculty member hired into a faculty management position will follow the schedule for evaluation as outlined in the Procedure for Evaluation of Probationary Contract and Temporary Faculty (Appendix E-1).

* Current examples of such positions include but are not limited to: Career Center Director, Transfer Center Director, Children's Center Director, Faculty Resource Center Director, Director of Learning Support Services, SBCC/UCSB Transition Program Director, DSPS Director, College Nurse and Athletic Director.

March 3, 1999. Approved Academic Senate; Approved by Board of Trustees, June 24, 1999

GUIDELINES FOR CONDUCTING STUDENT EVALUATION SURVEYS

The process of soliciting student input for the faculty member being evaluated has value only to the extent that we all approach the evaluation in a consistent way and maintain objectivity. In light of this, the Academic Policies Committee offers the following suggestions:

1. Set a serious tone so that students view the exercise as an important one.

2. Introduce yourself and your title (dept., discipline, etc.) and how to contact you, if student wants to submit written comments.

3. Describe to students what the evaluation process is all about:
   a. purpose is to help us improve ourselves and the rigor and standards of our profession, not an invitation to find fault or judge personally;
   b. important role that students play in giving feedback to the faculty member, since students are the recipients of the educational experience;
   c. state law requires evaluation every three years;
   d. surveys are anonymous; all written comments will be transcribed so that a faculty member will not see handwriting;
   e. a student may put any serious concerns in writing and give to the evaluator, the area dean, or the VP of Student Affairs.

4. Explain that there will not be discussion before the surveys are completed but there may be an opportunity to talk AFTER the surveys are collected (if the evaluator wishes to have discussion)

5. Collect surveys and, if discussion is conducted, monitor the students' responses so that they remain constructive.

Academic Policies Committee 10/8/98

FORMS FOR USE BY EVALUATION COMMITTEES

- Faculty Responsibilities Checklist (Contract Faculty)
- Dean's Comment Form (Contract Faculty)
- Faculty Evaluation Summary Form

- Hourly Faculty Evaluation Form

SANTA BARBARA CITY COLLEGE

FACULTY RESPONSIBILITIES CHECKLIST (CONTRACT FACULTY)

	Satisfactory	Needs Improvement	Substandard	N/A
1. **Responsibilities to Students or Clients:**				
a. Meets class or appointments as scheduled				
b. Keeps posted office hours				
c. Gives final exams as scheduled				
2. **Responsibilities to Department**				
a. Participates in usual and reasonable department duties				
b. Attends department/division meetings				
c. Returns text orders on time				
d. Participates in recruitment, selection and orientation of new faculty and staff				
3. **Responsibilities to the College:**				
a. Reports personal absences				
b. Serves on college committees				
d. Attends In-Service				
e. Demonstrates awareness of and compliance with district policies and procedures				
f. Participates in evaluation of faculty and/or staff by serving on evaluation committees				
4. **To Admissions Department:**				
a. Returns drop and census rosters on time				
b. Returns final grades on time				

DEPARTMENT CHAIR COMMENTS (optional): Use space below or attach another sheet)

SANTA BARBARA CITY COLLEGE

DEAN'S COMMENT FORM

(for Contract Faculty Evaluation)

Evaluatee: ______________________________ Due Date: ____________________

______ No Comments

______ Comments

____

____

____

____

Dean Signature: ____________________________ Due Date: ____________________

Reviewed by Committee: ____________________
Date

SANTA BARBARA CITY COLLEGE

FACULTY EVALUATION SUMMARY (CONTRACT FACULTY)

Evaluatee: ______________________________ Department: ________________________

Semester/Year: ______ Status: _____ Probationary _____ Tenured _____ Temporary

_____ **Satisfactory** with Regard to District Performance Criteria: 1) Expertise in discipline; 2) Effectiveness of Teaching/Performance; 3) Availability to students/colleagues; 4) Responsibilities to SBCC; 5) Professional growth. (Policy #2120, Appendix E–VI)

_____ **Needs Improvement:** Include Plan for Improvement as required by the Procedure for Re-evaluation of Tenured Contract Faculty with Performance Designated as Needs Improvement (Appendix E–III) or Re-evaluation of Probationary Contract Faculty with Performance Designated as Needs Improvement (Appendix E–I-C)

_____ **Substandard:** Include Plan for Improvement as required by the Procedure for Re-evaluation of Tenured Contract Faculty who Demonstrate Substandard Performance (Appendix E–IV)

COMMITTEE:

Evaluatee: ____ Date: _______________

Evaluator: ____ Date: _______________

(Comm. Chair) Name, Title Department

Evaluator: ____ Date: _______________

Name, Title Department

Evaluator: ____ Date: _______________

Name, Title Department

Received & Forwarded: ______________________________ Date: _______________

Department Chair

Received: ______________________________ Date: ______________

Dean

Received: ______________________________ Date: ______________

Vice President

Received: ______________________________ Date: ______________

Human Resources

Next Evaluation Due: ______________________

SANTA BARBARA CITY COLLEGE

Hourly Instructor Evaluation Form

Name of Instructor Evaluated ____________________

Department ____________________ Date ____________

Course(s) Evaluated ____________________

ITEM	Consistently 5	Most of the time 4	Usually 3	Some of the time 2	Never 1	N/A
1. Defines course objectives and requirements.						
2. Distributes current course outlines or syllabi.						
3. Defines grading policy at start of course and abides by it.						
4. Plans course content on a weekly basis.						
5. Adheres to teaching plan.						
6. Is punctual in starting class.						
7. Conducts class for full class period.						
8. Demonstrates knowledge of subject.						
9. Presents material at students' level of understanding.						
10. Demonstrates interest in student mastery of course content.						
11. Speaks clearly, communicates effectively.						
12. Encourages student participation and questions.						
13. Demonstrates respect for students.						
14. Is consistent in enforcing rules.						
15. Is available to students during posted office hours.						
16. Administers tests that are consistent with course objectives.						
17. Returns graded materials promptly.						
18. Maintains accurate records of students' grades and attendance.						
19. Meets college deadlines (e.g., Admissions Office, Bookstore).						
20. Maintains open communication with dept. chair.						

Remarks: Positive comments and/or suggestions for improvement (continue on reverse side if necessary).

____

Signature - Instructor Date

Signature - Department Chair Date

Signature - Div. Dean, Academic Affairs Date

Original: Department File
Copies: 1) Instructor
2) Division Dean

STUDENT EVALUATION OF INSTRUCTOR

Please evaluate your instructor by responding to the statements below. This form is completely anonymous so feel free to express your opinion. Because your instructor is interested in improving his or her teaching, please respond fairly and objectively.

On the scantron form, bubble in your responses to match the numbers on this form. **If the item doesn't apply, or you don't have an opinion, leave it blank.** Use the following scale:

MARK YOUR SCANTRON
A for excellent; **B** for very good; **C** for satisfactory;
D for needs improvement; **E** for unsatisfactory

THE INSTRUCTOR:

1. Presents material clearly;
2. Puts course content into a context that relates to the real world;
3. Distributes a course syllabus that has value in outlining expectations for the course;
4. Clearly explains goals and policies of the course;
5. Presents material at appropriate level of student understanding;
6. Plans course well;
7. Begins and ends class on time;
8. Makes effective use of class time;
9. Gives exams, materials and assignments that are appropriately challenging;
10. Demonstrates interest in student understanding and mastery of information presented;
11. Demonstrates fairness in the discussion and evaluation of student work;
12. Explains grading standards for assignments;
13. Allows adequate time to complete assignments;
14. Stimulates a spirit of inquiry in students;
15. Shows an openness and respect for student opinions;
16. Encourages student effort;
17. Establishes and maintains posted office hours and/or appointments at reasonable times;
18. Overall evaluation of this faculty member.

PLEASE ANSWER THE FOLLOWING QUESTIONS ON THE BACK OF THIS FORM:

1. What did you like most about this course?
2. How might this class be improved?
3. Other comments:

DISTRICT POLICIES

INTRODUCTION

1600 WORKING DAYS OF CERTIFICATED PERSONNEL

1900 INSTRUCTOR LOAD

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AFFIRMATIVE ACTION POLICY

NON-DISCRIMINATION POLICY

SEXUAL HARASSMENT POLICY

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DISTRICT POLICIES

INTRODUCTION

Included in this section are selected policies or excerpts from district policies that relate to faculty. For the complete policy, refer to the District Policy Manual. Copies are located in the offices of all Deans, Vice-Presidents, the Personnel Department and the Academic Senate.

1600: WORKING DAYS OF CERTIFICATED PERSONNEL

1600 -- Contract and Regular Certificated Personnel

Full-time instructors, counselors, librarians and the nurse are assigned on the basis of ten (10) calendar months of service. They shall have a contractual obligation to the District to serve not less than the number of days set annually by the Board of Trustees for a full-time ten (10) month assignment.

1630-- Extended Assignments for Contract and Regular Certificated Personnel

Contract and Regular Certificated Personnel working in excess of the established number of working days as specified in Section 1610 shall receive proportionate compensation that bears the same ratio to the established annual salary as the number of days served bears to the total number of working days in the annual college year.

1640 -- Working Days

Certificated employees serving less than a full year shall receive proportionate compensation that bears the same ratio to the established annual salary for the position as the number of working days in the college year (E.C. 87815). The Board of Trustees annually shall establish the required number of working days for each certificated position.

1650 -- Policy for Assigning Summer Session Instructional Loads

Summer school teaching assignments shall be made by the department chair in consultation with members of the department. Each department shall adopt, by majority vote of all full-time faculty members, a policy for assigning

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summer session instructional loads. Each department's policy shall be filed with the appropriate Dean of Academic Affairs. Appeals by individuals shall be made through the college grievance procedure.

In developing their policies, departments are urged to consider the following guidelines:

- Regular full-time faculty will be given priority over part-time faculty for the assignment of summer school classes. An important exception to this principle will be when a contract faculty member does not meet the department's criteria of expertise to teach a particular course. For courses requiring specific expertise, the department will have included in its summer session policy a delineation of these criteria.

- Assignment of faculty to classes shall be made in a manner that shall allow as many tenure track faculty as possible the opportunity to teach.

- Assignment of instructors to classes shall be made in a manner that grants priority to tenure track faculty who did not teach the previous summer.

Approved by Board of Trustees: 1/1/93

1660-- *Faculty Availability to Students*

a. A full-time faculty member will be available for professional duties five (5) days per week.

b. The teaching load for each full-time faculty member will be spread over a minimum of three (3) days per week.

c. The minimum number of office hours per full-time faculty member will be five (5) hours per week, maintained each day, Monday through Friday, at an hour convenient to his/her students. The Vice-President, Academic Affairs is authorized to approve individual variations, if warranted by mitigating circumstances, in agreement with department chairperson.

d. Faculty will be available for scheduled committee, departmental and other professional assignments at any time during the working week when not otherwise committed to class assignments.

Approved by Board of Trustees: 8/4/81

1900: FACULTY LOAD

1910 Credit Program

1911 Teacher Load Units (TLU)

Teaching assignments should not exceed an average of 15 teacher load units (TLUs) per semester. (Unbalanced semester loads may be permitted in Fall and Spring upon approval of the Vice President, Academic Affairs.)

Teacher Load Units (TLUs) shall be determined as follows:

a. The equivalent of one lecture class hour each week for one semester is equivalent to one TLU.
b. The equivalent of one laboratory class hour each week for one semester is equivalent to two-thirds of one TLU.
c. For purposes of assigning TLUs, all classes are to be considered lecture classes unless described as laboratory classes in the college catalog with the exception of those courses specified below in Section 1910.2 and in Appendix "D."
d. TLUs for courses less than one semester in length shall be prorated in accordance with (a) and (b) above.

The Curriculum Advisory Committee shall assign TLU values for courses. Exceptions may be made by the Vice President, Academic Affairs in consultation with the instructor and the appropriate department chair.

Whenever possible, an instructor's assigned courses will be such that separate preparations will not be made for more than three-fifths of the teaching load. The number of preparations is to be balanced out by consultation between the Vice President, Academic Affairs and the Department Chair.

A contract faculty member ordinarily does not teach evening classes as part of his or her regular assignment. However, it may be necessary to assign employees to both day and evening credit classes.

Lecture and laboratory class sizes are to be recommended to the appropriate division dean by each department chair and will be subject to annual review.

1912 Large Lecture Classes

The following policy has been approved with regard to TLU ratings for large lecture classes:

a. For a lecture class meeting 4 hours weekly:

No. of Students	TLUs
up to 50	4
51-60	4*
61-72	5*
73-96	7*
97 or more	8

b. For a lecture class meeting 3 hours weekly:

No. of Students	TLUs
up to 50	3
51-60	3*
61-72	4*
73-96	5*
97 or more	6

c. For a lecture class meeting 2 hours weekly:

No. of Students	TLUs
up to 50	2
51-60	2*
61-96	3*
97 or more	4*

d. For an activity class meeting 2 hours weekly:

No. of Students	TLUs
up to 60	1.5
61-96	2.0
97 or more	3.0*

e. Only those instructors who agree to teach such large lecture classes will do so.

f. The determination of the size of large lecture classes for the purpose of assigning TLUs shall be based on the fourth week enrollment figures.**

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* To receive teacher aide and reader assistance, see instructional support policy in Faculty Manual.

** When a change in TLU assignment is indicated, the instructor, the department chair and the Vice President, Academic Affairs will meet to resolve any problems incurred.

Representative Council approval: January 5, 1976; President's approval: January 7, 1976.

Revised by Board of Trustees, November 10, 1994

1913 Special TLU Ratings

Special TLU ratings are assigned when the Curriculum Advisory Committee recognizes special problems or extra effort involved in teaching these classes as lecture or laboratory for TLU purposes. Courses with approved special TLU ratings are included in Appendix D.

1913.1 Non-Teaching Faculty Compensation *

Faculty duties of department chairs, directors of programs, laboratory coordinators, coaches and chairs of certain committees shall be compensated by stipends.

a. These stipend amounts are determined using the Department Chair Stipend Worksheet and the Faculty Leadership Stipend Worksheet which reflect non-instructional duty assignments. See Appendix C for positions and stipends.

b. Excluded from compensation by stipend under this policy section are duties and responsibilities for which reassigned time is provided. Faculty receiving such reassigned time include the Academic Senate leadership (41 TLUs), and faculty serving in institutional leadership positions as listed in Appendix C. The extended day contracts for the Athletic Director and the Assistant Football coach will continue until the retirement of the incumbent(s).

c. Stipends may be used to purchase TLUs to reduce teaching loads at the prevailing average hourly instructor TLU cost, exclusive of fund #3000 costs (staff benefits).

d. Per District Policy #1914 c., the maximum load that may be assigned to a faculty member in one semester is 21 TLUs. For the purposes of this policy, the equivalent TLU load of a faculty stipend, when added to the faculty member's teaching load, must not exceed a total of 21 TLUs without the consent of the department chair, appropriate Dean, and the Vice President, Academic Affairs. The equivalent TLU load of a faculty stipend will be calculated by dividing the dollar amount of that stipend by the prevailing hourly instructor cost. When the equivalent TLU load of a faculty stipend exceeds 6 TLUs, the faculty member receiving that stipend will be assigned a teaching load of fewer than 15 TLUs so that his/her total load does not exceed 21 TLUs.

e. If a portion of a person's stipend is for Non-Standard Work Schedules (summer or winter break), by agreement of the Vice President, a portion of the stipend can be paid in the summer or winter. That portion will not be calculated against a fall or spring semester load.

f. A yearly adjustment to Department Chair stipends will automatically be made in the Fall semester by the Office of Academic Affairs if any of the following factors change: number of full- or part-time faculty in a department; number of classified personnel in a department; or number of department TLUs. This computation will be based upon the Department Chair Stipend Worksheet.

g. Review of stipends for new or changed assigned duties and appeals: No later than March 15 of each academic year, a Committee on Non-Teaching Compensation shall be convened by the President of the Academic Senate. This committee shall be composed of the President of the Academic Senate, or designee, four Administrative Deans appointed by the Vice-President for Academic Affairs, the President of the Instructors' Association, or designee, and two faculty appointed by the President of the Academic Senate. When a matter before the committee involves a Student Services faculty member, the Vice-President for Student Services shall appoint a Dean to work with the committee in a resource capacity. The purpose of the committee shall be to review and rate, using the Department Chair Stipend Worksheet and/or Faculty Leadership Stipend Worksheet, compensation factors for:

- Newly assigned leadership and/or non-teaching responsibilities resulting from administrative action and approved for funding through resource allocation processes.
- Leadership and/or non-teaching positions for which a stipend is already being paid, but for which the responsibility, scope of duties, and/or nature of responsibility has *substantially changed* since that assignment was last rated.

Requests for review and rating by the committee may be initiated by the faculty member affected, the responsible department chair or supervisor, or an appropriate administrator. Such requests shall be made in a form prescribed by the committee and must be submitted through the Office of Academic Affairs no later than March 1 of each year.

The burden of demonstrating that a new assignment warrants review and rating, or that an existing assignment has *changed substantially* enough to warrant reconsideration shall rest solely with the person submitting the request.

The committee will first decide whether a request for review and rating warrants consideration. If the request is deemed unwarranted, the committee will notify the applicant.

All other requests shall be rated and, if warranted, a recommendation for new, additional, or reduced compensation shall be forwarded to the appropriate vice-president and the Superintendent/ President for action. All decisions of the committee will be based upon majority vote.

1913.2 Exceptions *

Certain faculty positions that involve institutional leadership responsibilities, as listed in Appendix C, are exempt from the provisions of 1913.1 and will be compensated for non-teaching responsibilities on a contractual basis.

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*Revised by Board of Trustees, July 25, 1996; May 20, 1999

1914 Underloads and Overloads (Unbalanced Loads)

Current and cumulative teacher load records will be kept by the Office of Academic Affairs each semester. The load will be based on 4th week attendance and recorded no later than the 5th week, subject to correction by department chairs and individual instructors.

a. Regular Teaching Load

A regular teaching load shall be considered fulfilled by a schedule which yields 30 TLUs per year.

b. Underloads and Overloads

An underload is defined as a schedule which yields fewer than 30 TLUs per year. An overload is defined as a schedule which yields more than 30 TLUs per year. Both underloads and overloads require balancing.

c. Maximum and Minimum Number of TLUs per Semester

The maximum number of TLUs that may be assigned in one semester is 21, i.e., 6 overload TLUs. The minimum number of TLUs that may be assigned in one semester is 11, i.e., 4 underload TLUs. Exceptions must be approved by the Vice President, Academic Affairs, the department chair and the instructor.

d. Balancing Underloads

An underload shall be made up preferably in the following semester, but a maximum of 3 semesters will be allowed for balancing. Balancing will be done by assignment of compensatory overload(s). If banked TLUs are unavailable, an underload can be made up during the summer session with mutual agreement of the instructor with the underload, the department chair and the appropriate dean of academic affairs.

e. Overloads

Overloads will be reconciled by:

1. Payment at the time the overload is earned.
2. Banking of TLUs for compensatory underload assignment or sabbatical leave (to a maximum of 15 TLUs).
3. Unused banked TLUs (up to 15) can be distributed as cash payment only at time of termination of employment from the District. (The instructor will receive payment for banked TLUs at the hourly rate in effect when earned.)

f. Alternative Assignments

Underloads may be made up by assignments other than teaching only with the consent of the instructor, department chair, and the Vice President, Academic Affairs. Every attempt shall be made to have the alternative assignment relevant to the teaching assignment. All alternative assignments shall be based on a ratio of two (2) hours of work per week being equal to one (1) TLU.

g. Maintenance

It is initially the department chair's responsibility to see that this policy is enforced. If the departments cannot meet the responsibility for maintaining this policy, it then becomes the obligation of the Vice President, Academic Affairs.

h. Overload for Sabbatical (from Instructors' Association Agreement)

Banked overload TLUs accumulated during the fall, spring and summer session terms may be applied toward a sabbatical leave so that an instructor may receive full pay while on sabbatical. To receive full pay while on a one-semester sabbatical leave, 4.5 overload TLUs must be accumulated by the end of the semester prior to the sabbatical leave. To receive full pay while on a one-year sabbatical leave, 15 overload TLUs must be accumulated by the end of the year prior to the sabbatical leave.

A single banking system will be used to bank overloads. The banked TLU overload can be used to offset an underload, it can be applied pro rata toward a sabbatical leave, and/or it can be paid to the instructor upon termination of employment from the district.

By March of the year in which a sabbatical leave for the following academic year is approved, the faculty member must notify the appropriate Vice President of the approved sabbatical and the intent to apply accumulated overload TLUs to the sabbatical, and shall present a record of accumulated overload TLUs. The Vice President shall notify the Personnel Department of augmented sabbaticals that have been approved for the purpose of contract preparation and the amount by which the sabbatical shall be augmented.

1914.1 General Policies for Overloads

a. There should be no overload without the consent of the department chair.

b. Overload for contract instructors should be limited to no more than 6 TLUs.

c. Exceptions to 1910.41b (above) require the consent of the department chair and the Vice President, Academic Affairs. In the event the department chair and the Vice President agree to an overload beyond six TLUs, the Academic Policies Committee must be notified of the action along with the reasons for taking the action.

d. The maximum summer session teaching load is 1/3 of a regular session teaching load, normally 7 units or two classes (15 TLUs with a maximum overload of 6 TLUs = 21 units). Exceptions must be worked out between the appropriate dean, the department chair and the instructor. It is further recommended that no other school-financed project be undertaken during the time an instructor has a full summer session load.

1915 Grievances Concerning Underloads/Overloads

Grievances concerning overload/underload shall be handled through the Faculty Grievance Policy (2500).

1920 Non-Credit Program

1921 Full-Time Assignment

A full-time assignment for non-credit instruction is designated as 25 hours of lecture or 35 hours of laboratory instruction, or an equivalent combination of lecture and laboratory instruction.

1922 Compensation for Large Classes

For any class that meets at least six times and has an enrollment of 61-96 students, compensation will be at one and one-half times the regular hourly rate. For any class that meets at least six times and has an enrollment of at least 97 students, compensation will be at twice the regular hourly rate.

The determination of class size for establishing the rate of compensation shall be based upon the enrollment figures at the end of the second week.

Only those instructors who desire to teach such large classes will do so.

Revised by Board of Trustees, November 14, 1995

2020: LEAVES OF ABSENCE

2021 -- General Policies on Leave

Subject to conditions and limitations prescribed by State Law, these District policies, and administrative regulations of the District, any certificated employee of the District may be absent from regularly assigned duties for specific reasons or purposes described in this section. The term "absence" shall be construed as an absence for a period of time which is usually of short duration or that may not be of determinable period in advance.

The term "leave of absence" shall be construed to mean an extended absence from duty which, except for military leaves, shall be granted for periods not to exceed one academic year, nor be extended beyond one additional academic year.

Any absence for reasons not provided for in these policies shall be considered **personal absence without salary**. Whenever such absence shall exceed three (3) days, it shall be subject to authorization in advance by the governing board.

Absence without leave on the part of any certificated employee of the District shall be considered cause for withholding the annual increment from said employee and/or such other disciplinary action as may be deemed necessary by the governing board (Education Code, Section 87764).

Leaves of absence granted persons employed in positions requiring certification qualifications shall be subject to the recommendations of the Superintendent/President, and shall be in conformity with applicable laws of the State of California, lawful policies of the Board of Trustees and regulations prescribed by the Superintendent/President.

Excepting for contract employees eligible for military leaves according to state law, leaves of absence with or without salary may be granted only to regular certificated employees of the District for the reasons or purposes listed in this section.

The failure of a certificated employee to report for assignment with the District at the expiration of any type of leave of absence shall be considered equivalent to immediate, voluntary resignation from District service. Inclusion of the time spent on any type of leave for purposes of determining the employee's status relating to service computations for the following considerations shall be in accordance with mandatory provisions of the Education Code:

Retirement and personal illness benefits

Qualification for service increments on the salary schedule

Eligibility for sabbatical leave

Service required precedent to attainment of regular status

Other related considerations

Recommendations to the Board of Trustees on disposition of requests for leaves of absence shall be made by the Superintendent/President, with the advice and recommendations, in cases indicated, of the Academic Policies Committee.

The period for which a particular type of leave of absence may be granted is set forth in the policy applicable to the respective types of leave. In sufficiently extenuating circumstances, and where permitted by state law, the Superintendent/President may recommend to the Board of Trustees that a leave of absence be extended for an additional period of time.

A complete physical and/or mental examination shall be required of every employee returning from any leave of absence of a year or more, granted for health reasons, or when the duration of that leave was less than a year, if, in the judgment of the Superintendent/President, such an examination is indicated.

2022 -- Types of Leave

(For information on specific types of leave, refer to the following sections of the District Policy Manual.)

2022.1	Health or Hardship
2022.2	Military
2022.3	Maternity Leave for Pregnancy Disability
2022.4	Personal
2022.5	Personal Illness or Injury
2022.6	Industrial Accident or Illness
2022.7	Bereavement

2022.8 Personal Necessity

2022.9 Judicial and Official Appearances

2022.10 Emergency

2022.12 Family Care Leave

2022.8: Personal Necessity (E.C. 87784)

An employee, at his/her election, may claim and deduct up to six days per year (eight hours per year for part-time hourly instructors) from his/her accumulated sick leave for reasons due to personal emergency or necessity, the charging of such absence to the employee's office. Such approval should be obtained in advance of the absence when possible. Absences which may be charged to accumulated sick leave under this section:

a. Death of a member of his/her immediate family, another relative, or close personal friend.

b. Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

c. Appearance in court as a litigant, or other absence required under official government order or directions.

d. Professional improvement such as: registration for courses in recognized education institutions, the taking of graduate or other examinations or tests that could not be taken at other times, etc. This provision does not include attendance at classes or lectures that are available at other times which would not conflict with the employee's obligations to the District.

e. Business transactions of an emergency nature. Such transactions could not be dealt with during off-duty hours.

f. Family responsibilities of a critical or urgent nature. Absences of this type would include but not be limited to: illness of the immediate family, necessary appearance of self or member of immediate family in court or other governmental agency but not under court order or official government order or direction.

g. Acceptance of an honor such as a diploma, a degree, or special award from a recognized educational institution or governmental agency.

h. Such other reasons for which the Vice-President gives written approval.

Each employee who elects to charge an absence for a "personal necessity" against his/her sick leave shall provide his/her immediate supervisor an adequate written explanation of the circumstances creating the need for the absence.

"Member of the immediate family" shall have the same definition as in Section 2022.7.

2022.11: Sabbatical Leaves

Sabbatical leaves are granted by the Board of Trustees in order to ensure that the College will maintain the quality of faculty and educational programs available to students. Every sabbatical activity should have as its basic element programs that will improve the instructional, counseling, or other educational activity of the College. The sabbatical is an important means by which the vital faculty member increases his/her knowledge and keeps abreast of developments in his/her field. The sabbatical leave is a valuable academic tradition because it enhances instructional expertise and professional development and because it serves to revitalize College programs.

(Consult the Sabbatical Leave Handbook for the complete District Policy (2022.11) and procedure for applying for a sabbatical. The Handbook is available in the Academic Senate Office, Ext. 2217.)

Approved by Board of Trustees: 8/28/82
Revised by Board of Trustees: 5/12/83; 6/26/86

2331: FACULTY SERVICE AREAS (Summary Statement)

Each tenure track faculty member is assigned to a Faculty Service Area (FSA) in accordance with the discipline required for their job assignment. Faculty Services Areas will be utilized if a reduction in staff is necessary. The Education Code states that a tenured faculty member cannot be terminated while any employee with less seniority is retained to render service in a faculty service area in which the senior employee is both qualified and competent.

Faculty who meet the minimum qualifications and district competency standards are eligible to apply for additional FSAs. Refer to District Policy 2331 for complete information on FSAs.

2343: EMERITUS STATUS

Emeritus status is designated to recognize the contributions of retirees and to encourage their continued association with the college. Emeritus status is conferred by the Board of Trustees, upon acceptance of retirement, for faculty members and administrators who have completed **ten** years of service as a regular employee and have been recommended by the department head, administrative dean, and the Superintendent/ President.

Emeritus status extends the following privileges to retirees:

1. Gold Events Pass.
2. Library privileges.
3. Parking decals.
4. Office Space -- Upon request and dependent upon availability of such space, with approval of the appropriate dean or vice-president and Superintendent/President; limited to continued scholarly activities.
5. Inclusion in College Catalog of all emeritus members.
6. Printing and Reprographic Services -- Upon request and dependent on availability and approval of the Vice-President, Business Services; limited to continued scholarly activities; retiree will be required to pay for these services in cash, including sales tax.
7. Recreation Cards -- Retirees may continue to use district recreational facilities such as the college gym, lockers (dependent upon availability), discount tickets for non-college recreational places.
8. All retirees (and current regular employees) may enroll in and audit one credit course each semester without payment of the audit fee or health fee (in Instructors' Association Agreement).
9. All retirees (and current regular employees) may enroll in one non-credit course each term and the District shall waive the enrollment fees (in Instructors' Association Agreement).

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* Board of Trustees, March 11, 1982
**Board of Trustees, rev January 1, 1993

2500: CERTIFICATED EMPLOYEE GRIEVANCE POLICY

Definition

A grievance may arise from action which has an adverse effect on a certificated employee with respect to his/her individual rights, personal benefits, or working conditions. A grievance is defined as a claim that a certificated employee has been the subject of unjust action or has been denied his/her rights by another employee of the District, or by a student. Excluded from the grievance process are any matters for which a specified method of review is provided either by law or by District policy.

Informal Resolution

Before initiating a grievance, the certificated employee shall first attempt to resolve the issue by informal discussion with the person directly involved in the matter.

Formal Resolution - Level I

If the issue is not resolved informally, the certificated employee may submit a written statement to the President of the Academic Senate. The statement shall include:

1. The individual(s) against whom the grievance is being filed
2. The time(s), date(s) and place(s) of the grievance
3. A description of the grievance
4. The type of resolution which is desired
5. His/her signature and date that the grievance is filed

Within ten (10) days of receiving the statement, the President of the Academic Senate, with the help of the appropriate administrator when necessary, will mediate discussion between the individuals involved and attempt to resolve the grievance.

Formal Resolution - Level II

If the President of the Academic Senate is unable to bring about a resolution of the grievance, s/he shall convene a hearing committee within thirty (30) days of the receipt of the written grievance. Hearing committees shall be formed as follows:

A. **Formation of Hearing Committees**

1. Hearing committees shall be composed of four individuals who are not parties to the dispute, selected by lot, by the President of the Academic Senate.

2. Two alternates shall also be selected by lot.

3. Each party to the dispute shall be entitled to one peremptory challenge.

4. Each party to the dispute shall be entitled to an unlimited number of challenges for cause. Removal of a member from a hearing committee for cause shall be decided by the President of the Academic Senate. The Academic Senate President's decision may be appealed by either party to the grievance to the Representative Council whose decision shall be final.

5. A committee member may be excused for good cause by the President of the Academic Senate.

B. **Composition of Grievance Committees**

1. Dispute between Certificated Employees: Four certificated employees shall be selected.

2. Dispute Involving a Certificated Employee and a Student: Two certificated employees and two students shall be selected.

3. Dispute Involving a Certificated Employee and a Classified Employee: Two certificated employees and two classified employees shall be selected.

4. Dispute Involving a Certificated Employee and an Administrator/Manager: Two certificated employees and two administrator/managers shall be selected.

C. **Conduct of Grievance Hearing**

1. The President of the Academic Senate shall convene the session, preside, and will be responsible for compliance and administration of the grievance process.

2. The President of the Academic Senate shall cause a copy of the grievance to be delivered to each party and the Superintendent/President together with notification of the time and place of the hearing, and a copy of the Grievance Policy.

3. The committee shall discuss the charge, hear testimony, examine witnesses, and receive evidence.

4. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel of his/her choice and to question witnesses.

5. The accused must either be present at the hearing or be represented by a person of his/her choice. In the event the accused fails to appear, the committee will proceed in his/her absence.

6. The hearing shall be open to the public, unless either party requests otherwise.

7. The burden of proof rests with the person initiating the grievance.

8. The President of the Academic Senate shall not vote. Three members of the committee must concur in any decision rendered by the committee.

9. The committee shall state its findings and decision in writing to both parties and to the Superintendent/President.

10. Either party may appeal, in writing, the decision of the committee, to the Superintendent/President within ten days of the decision.

Formal Resolution - Level III

The Superintendent/President will consider the decision of the committee or an appeal. If the Superintendent/President disagrees with the decision of the hearing committee in a dispute involving a student, a classified employee or an administrator/manager, s/he shall submit a written statement to that effect, to both parties and to the Academic Senate President. The Superintendent/President will then review the dispute and submit a report on the matter with his/her decision to the Board of Trustees. In a dispute between faculty members, it is expected that the Superintendent/ President shall be governed by the decision of the committee.

Either party may appeal, in writing, the decision of the Superintendent/
President to the Board of Trustees within thirty days of the date on which the Level III decision is reached.

Formal Resolution - Level IV

The Board of Trustees shall, within thirty days after submission of the appeal, render a final determination of the matter at the College level.

Approved by Board of Trustees: 10/10/85

Revised by Board of Trustees: 2/4/91

2510: SMOKE FREE WORKPLACE

It is the intent of the Governing Board to maintain a workplace that is conductive to the health and safety of the employees of the district. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College to maintain a smoke-free workplace in all indoor areas. Smoking is also prohibited in La Playa Stadium.

Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The District's Grievance Policy may be used in cases of unresolved disputes regarding this policy.

Signs which designate smoking or non-smoking shall be posted when deemed appropriate by the Director of Facilities.

Approved by Board of Trustees: 6/30/93

2520: FACULTY FREEDOM OF EXPRESSION POLICY

Freedom of expression is a legal right protected by the Constitution of the United States. Members of the faculty of Santa Barbara City College are entitled to freedom of expression, provided such expression does not impede or prevent responsible performance of job requirements or interfere with the mission and goals of Santa Barbara City College.

In the classroom, a faculty member is free to present and discuss subject matter in whatever format is comfortable and practical. In areas of controversy, one has the right to express an opinion related to subject matter, but it should be identified as such, and an expression of differing points of view should be allowed. It is expected the faculty member will exercise discretion and professional responsibility.

Outside the classroom, a faculty member is free to speak or write, as an individual, without fear of institutional censorship or discipline. The public may evaluate one's profession as well as the institution by statements made by its members; therefore, public statements should be accurate, should show respect for the opinions of others, and make clear that the faculty member is not a spokesperson for Santa Barbara City College.

A faculty member is entitled to freedom in research and in publication, subject to the adequate performance of assigned academic duties. In the absence of a mutually acceptable contract to the contrary, a faculty member shall have exclusive right to all materials which are the product of that person's mind, talent, and cost.

If the exercise of professional responsibility of a faculty member is either impeded or brought into question, the grievance policy should be followed.

Approved by Board of Trustees: 1/22/87

2521: ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

The Santa Barbara Community College District is committed to providing a safe as well as fair, sensitive and non-discriminatory environment which is in compliance with federal, state, and local regulations. According to current medical evidence, individuals with AIDS/ARC*, or who are perceived as having AIDS/ARC, do not present a health risk to others in the classroom nor in the workplace. Whenever possible, the District will provide students, faculty and staff with current information on AIDS/ARC from available medical sources.

The Santa Barbara Community College District will treat all employees and students equally, including whether they have AIDS/ARC, are perceived to have AIDS/ARC, belong to a group thought to be particularly susceptible to AIDS/ARC, are related to or reside with persons having AIDS/ARC, or have tested positive for the AIDS antibody. An individual with AIDS/ARC will not be denied employment or enrollment for instruction in the District as long as s/he is able to perform in accordance with the respective standards of each position.

Consistent with this policy, the following are AIDS Guidelines for Administration, Faculty, Staff and Students of the District:

1. Students and employees with AIDS, AIDS Related Complex (ARC), or a positive antibody test, whether they are symptomatic or not, shall be allowed regular classroom, cocurricular, and extracurricular attendance and working conditions in an unrestricted manner as long as they are psychologically and physically able.

2. The District shall provide reasonable accommodation to students and employees with AIDS or AIDS Related Complex in a manner consistent with accommodation provided to persons with other handicapped conditions.

3. The District shall not restrict the access of students or employees with AIDS, AIDS Related Complex, or a positive

antibody test to any of its public facilities, including but not limited to, student unions, theatres, restaurants, cafeterias, snack bars, restrooms, gymnasiums, swimming pools, recreational facilities, or other common areas.

4. A student's/employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding a student's/employee's health condition. State law prohibits the unauthorized release of confidential information from student or employee files. This is true even when the disability is AIDS.

5. The District's Health/Wellness Program Coordinator shall be responsible for coordinating an AIDS education program for students and employees, and shall make use of a variety of information resources in order to remain current on the subject. The Coordinator shall provide appropriate health and sanitation procedures and training for students and employees. The Safety, Security and Health Committee shall assist in the District's ongoing AIDS education program.

6. Students with AIDS are considered to fall within the meaning of the phrase, "other health limitation," in Title 5. Thus, such students are physically disabled and are eligible for services under the Disabled Students Program on campus. At SBCC this would involve all relevant support services, including but not limited to: priority registration, tutoring, class scheduling assistance, Adaptive PE, special test-taking arrangements, mobility assistance and special medical parking.

7. The Coordinator of the Health/Wellness Program, in consultation with the Director of Personnel, shall monitor current scientific information regarding AIDS on an ongoing basis and appropriate policy modifications shall be made as necessary.

8. Responsibility for inquiries or issues regarding AIDS on campus is assigned to the Director of Personnel for employees and to the Vice-President of Student Affairs (or designee) for students.

Approved by Board of Trustees: 9/22/88

2522 DRUG-FREE WORKPLACE POLICY

It is the policy of the Santa Barbara Community College District to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all buildings, property, facilities, service areas, and satellite centers of the District.

All employees are required to comply with this policy as a condition of their continued employment, and any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug statute for conduct in the workplace must report this conviction with five (5) days to the Vice-President of Human Resources.

The District will maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, available drug counseling and rehabilitation assistance, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Approved by Board of Trustees: 4/27/89

2523: POLICY CONCERNING SEXUAL ASSAULT ON CAMPUS

Section 67385 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occurred on campus as well as providing them with information regarding treatment options and services.

SBCC exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus. The SBCC Standards of Student Conduct and California Education Code prohibit sexual assaults. Where there is cause to believe the college's regulations prohibiting sexual assault have been violated, SBCC will pursue strong disciplinary actions including suspension or dismissal from the college.

SBCC is committed to providing prompt, compassionate services to those individuals who are sexually assaulted and follow-up services, if needed.

Complete guidelines, procedures and personnel involved in dealing with incidents of sexual assault are available from the Vice-President, Human Resources, Room SS-230 and the office of the Vice-President for Student Affairs, Room SS-260.

Approved by Board of Trustees: 6/27/91

2524: PROFESSIONAL CONDUCT POLICY

The faculty-student relationship is one of professional and client. The respect and trust accorded a faculty member by a student, as well as the power exercised by the faculty member in giving praise or blame, grades, recommendations for further study and future employment, etc., diminish the student's freedom of choice. Thus, consenting romantic, dating and sexual relationships between a faculty member or person in a similar authority position and a student enrolled in his/her class or under his/her supervision are deemed unwise and are opposed by the District. These individuals are strongly advised not to enter into such relationships and are warned against the possible consequence of even a consenting relationship with a student. A faculty member who enters into a romantic, dating or sexual relationship with a student must realize if a complaint of sexual harassment or a grievance of unprofessional conduct is subsequently lodged, mutual consent, in and of itself, may not be a defense.

Adopted by the Board of Trustees, March 17, 1994

2525 Incompatible Activities

2525.1 -- Prohibition of

No officer or employee shall engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his/her duties as a school district employee or with the duties, functions, and responsibilities of the department by which s/he is employed.

2525.2 -- Type of Incompatible Activities

Activities that shall be considered inconsistent, incompatible, or in conflict with employment are, among others, and without limitation, those activities, enterprises, or employment which:

a. Involve the use for private gain or advantage of the school district's time, facilities, equipment, or supplies, or the badge, uniform, prestige, or influence of school district employment.

b. Involve the receipt or acceptance by the employee of any money or other valuable consideration from anyone other than the school district for the performance of an act which the employee would be required or expected to render in the regular course of his/her employment or a part of his/her duties as a school district employee.

c. Involve the performance of an act in other than his/her capacity as an employee which may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by such employee or the department by which s/he is employed.

d. Involve so much of the employee's time that it impairs his/her attendance or efficiency in the performance of his/her duties as an employee.

Adopted by the Board of Trustees, November 30, 1995

2600: MICROCOMPUTER SOFTWARE COPYRIGHT POLICY

2601 -- General Policy

2601.1 The District licenses the use of computer software from various companies. The District does not own this software or its related documentation. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties including fines and imprisonment. It is the intent of the District to adhere to the provisions of software copyright laws. In an effort to discourage violations of copyright laws, the following policies are implemented.

2601.2 All software purchased by the college will be registered in the name of the college. The Information Resources Division is responsible for registering software and for maintaining files on college-owned software licenses.

2602 -- Rules and Regulations for All District Personnel

2602.1 All District employees using computer resources will be made aware of this software copyright policy through appropriate employee orientation programs and manuals.

2602.2 All faculty who use computer software for instructional purposes shall inform students of the District Microcomputer Software Copyright Policy. The policy will be posted in all instructional computer labs. Students who violate any provision of this policy will be denied further use of the District computer resources, pursuant tot he District Student Conduct Code.

2602.3 Copyrighted software may be used on District equipment only if the user or the college owns a valid software license agreement and only within the provisions of that agreement.

2602.4 District employees and students are strictly prohibited from making, acquiring, or using unauthorized copies of computer software on District computers.

2602.5 One archival copy of each legally purchased single-user diskette set may be made; either that copy or the original may then be used, while the other is stored. The software may be installed on a hard disk on a single computer, in which case neither the original or the diskette copy may be used on any other computer.

2602.6 Copyrighted software installed on shared-disk systems ("networks") will be secured from unauthorized copying to the maximum degree possible, and will be licensed for use on each computer that executes the software unless the terms of the licensing agreement provide for alternate arrangements, in which case the terms of that agreement will be binding and will supersede this clause.

2602.7 Multiple backup copies of software may be made as part of a normal backup procedure, but no use may be made of these backup copies other than restoring in the event of damage to the normally used copy.

2602.8 For those software licenses requiring a signed agreement, the Director of Educational Technology and Microcomputer Services will be designated by the District as the individual who may sign software licenses for instructional and administrative use.

2602.9 Persons who violate any provision of this policy will be referred to the appropriate college Vice-President for corrective action. The College Computer Coordinating Committee will act as an advisory group to assist the Vice-President in helping to rectify the situation.

Approved by Board of Trustees: 1/23/92

AFFIRMATIVE ACTION POLICY

The Santa Barbara Community College District shall not discriminate against any person in employment or in any program affiliated with the District because of race, color, religion, sex, family relationship, marital status, age, disability, status as Vietnam-era veteran, sexual orientation, creed or national origin. The Santa Barbara Community College District will implement affirmatively equal employment opportunity in all employment programs and all position classifications for all employees and qualified applicants for employment. Positive action will be taken by the administration, faculty, staff, and students to ensure the implementation of this policy and to overcome any forms of exclusion or discrimination, whether purposeful or inadvertent. This policy is consistent with the requirements and objectives set forth by the President's Executive Order Number 11246 as amended by 11375, by revised Order Number 4, and by Title 6 and Title 7 of the Civil Rights Act of 1964 as amended.

Specifically, the Santa Barbara Community College District shall:

A. Without establishing quotas, have as its goal an institutional work force in which the employment of minority group members and women is adjusted at all levels until the distribution of minority group members and women on the staff is reflective of the available and qualified work force. Procedures shall be established for implementing affirmative action which will ensure that an equitable distribution is achieved. Effectiveness of the procedures shall be determined by analyzing utilization of minority group members and women separately.

B. Support the rights of minority group members and women to equal employment commensurate with their qualifications and to equal compensation for equal work.

C. Take positive action to recruit, hire, and retain qualified minority group members and women at all levels of employment and assure that its system of tenure and promotion does not discriminate against minority group members and women.

D. Make a special effort to encourage minority group and women employees to prepare for high level positions or to acquire qualifications needed for advancement and promotion.

E. Ensure that no reprisals or coercion are brought to bear against any person or persons who avail themselves of the services of the Affirmative Action Office.

F. Require compliance with Executive Order Number 11246 as amended of all companies and agencies entering into contractual agreements with the Santa Barbara Community College District.

(Contact the Personnel Department for a complete copy of the SBCC Affirmative Action Program Plan.)

NON-DISCRIMINATION POLICY

All programs and activities in the Santa Barbara Community College District shall be available to all qualified persons without regard to ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. No person shall be denied the benefits of any District program or activity on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability.

SEXUAL HARASSMENT POLICY

Definition

The following definition* will aid in identifying the kinds of behavior which constitute sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity.

2. Submission to or rejection of such conduct by an individual is used as a basis for making academic or personnel decisions affecting an individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

Policy Statement

It is the policy of Santa Barbara City College to provide an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and Federal statutes.

It shall be a violation of this policy for anyone to engage in sexual harassment and any person who engages in such sexual harassment, as defined below, will be subject to disciplinary action pursuant to established District policies and applicable laws.

Specific Examples

For the purpose of clarification, sexual harassment includes, but is not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, inappropriately displaying of sexually suggestive objects or pictures, cartoons or posters not legitimately related to the subject matter of the work, course, program, or activity in which one is involved.
- Inappropriate verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
- Verbal sexual advances and propositions.
- Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Inappropriate physical conduct: touching, assault, impeding or blocking movements.

Process

Any person who feels s/he is subject to sexual harassment should follow the grievance procedures in accordance with the District's established Due Process and Grievance Procedures or contact the Affirmative Action Officer.

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*Equal Employment Opportunity Commission (EEOC) Guidelines

APPENDICES

APPENDIX A - ACADEMIC SENATE CONSTITUTION

APPENDIX B - ACADEMIC SENATE BYLAWS

APPENDIX C - ACADEMIC SENATE TLU DISTRIBUTION

APPENDIX A

SANTA BARBARA CITY COLLEGE

ACADEMIC SENATE CONSTITUTION

ARTICLE I: ACADEMIC SENATE ORGANIZATION

Section 1. Name

The organization shall be known as the Santa Barbara City College Academic Senate.

Section 2. Definition

The Academic Senate is a representative body composed of faculty elected by defined constituencies. The term faculty includes all classroom instructors, counselors, librarians, campus nurse and Children's Center teachers who are employed either full-time or part-time in the credit and non-credit divisions of the college. Elected senators, plus the Academic Senate President and the Immediate Past President or President-Elect, and the Vice-President for Academic Affairs constitute the Senate.

Section 3. Membership

A. Members of the Academic Senate shall consist of:

1. Academic Senate President
2. Immediate Past President of the Academic Senate or President-Elect
3. Full-time credit faculty senators
4. Part-time credit faculty senator
5. Continuing Education faculty senator
6. Vice-President for Academic Affairs (ex-officio)

B. Unless specifically stated otherwise, all further references to members, membership, or general membership in this Constitution shall refer exclusively to members as described in Article 1, Section 3, Paragraph A.

Section 4. Roles and Responsibilities

A. The Academic Senate is recognized as the body which represents the faculty in collegial governance relating to academic and professional matters as defined in Santa Barbara Community College District Policy #1200.

   1. Curriculum, including establishing prerequisites and placing courses within disciplines.
   2. Degree and certificate requirements.
   3. Grading policies.
   4. Educational program development.
   5. Standards or policies regarding student preparation and success.
   6. District and college governance structures, as related to faculty roles.
   7. Faculty hiring procedures.
   8. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
   9. Policies for faculty professional development activities.
   10. Processes for program review.
   11. Processes for institutional planning and budget development.
   12. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

B. The Academic Senate of Santa Barbara City College accepts the responsibilities specified in Title V of the California Education Code.

C. Responsibilities of the Academic Senate include:

   1. Serves as a forum for consideration of matters of significance to faculty in academic, instructional support, and student service units.
   2. Reviews and recommends policies concerning academic issues to appropriate college units, Superintendent/President, and Board of Trustees.
   3. Advises the Superintendent/President and the Board of Trustees in matters of faculty concern.

4. Defines faculty goals, priorities, strategies, and makes recommendations to appropriate college units.
5. Functions as an academic planning body for the college in pursuit of its mission.
6. Defines academic priorities for allocation of resources with input from the Office of Academic Affairs.
7. Reviews resource requests from academic units, and recommends specific resource allocations to the College Planning Council.
8. Constitutes, oversees, and maintains Academic Senate committees.
9. Assigns faculty to Academic Senate and college-wide committees.
10. Submits a written report summarizing the activities of the Academic Senate to all tenure track faculty, annually.

Section 5. Senate Actions

A. Actions passed by the Academic Senate shall not become effective until ten (10) working days after such actions have been taken in order that the right of petition may be exercised during this period.

B. When special circumstances require more immediate action, members may declare, by a two-thirds (2/3) majority vote, that a proposed action be considered as an urgency measure. Such actions, when approved, shall become effective immediately.

C. Urgency measures adopted by the Senate may be reconsidered at a later meeting of the Senate either upon the motion and second of two (2) members, or upon the receipt of a petition signed by twenty (20) percent of the tenure track faculty. In such cases, the reconsideration shall be taken up as the next order of business by the senate.

D. Actions requiring transmission to the Board of Trustees shall be transmitted through the office of the Superintendent/President of the College. In the event of a disagreement between the Academic Senate and the Superintendent/President, the Academic Senate retains the right to meet with or appear before the Board of Trustees to present its views, recommendations, or proposals.

ARTICLE II: OFFICERS AND RESPONSIBILITIES

The officers of the Academic Senate shall consist of a President, a Vice-President and the Immediate Past President or President-Elect. Responsibilities shall be as follows:

A. President:

1. Serves as the elected leader of the faculty at SBCC on academic and professional matters.
2. Serves as faculty liaison to Superintendent-President, Administrative Staff and the Board of Trustees.
3. Convenes and presides over meetings of the Academic Senate and the Steering Committee.
4. Facilitates faculty participation in shared governance and serves as ex-officio, non-voting member of all Academic Senate committees.
5. Ensures maintenance of effective liaison relationship between SBCC faculty and the Academic Senate.
6. Serves as liaison between SBCC faculty and other groups and organizations.
7. Oversees the operation of the SBCC Academic Senate Office.
8. Represents SBCC faculty at college-sponsored events and activities.
9. Performs other activities as related to the role of Academic Senate President.

B. Vice-President:

1. Serves as assistant to the President and fulfills the duties of the President in his/her absence or when that office shall fall vacant.
2. Serves on the Steering Committee of the Academic Senate.
3. Attends college-wide committee and meetings of the Board of Trustees at the request of the Academic Senate President.

C. Immediate Past President

1. Serves as a resource to the Academic Senate and to the Academic Senate President in order to provide continuity of leadership.
2. Serves on the Steering Committee of the Academic Senate.

3. Fulfills the duties of the President in the absence of the Academic Senate President and the Vice-President.
4. Serves as chair of the nominations committee for the election of the next Academic Senate President and/or Senators.

D. President-Elect

1. Assists the President of the Academic Senate for the purpose of learning the role of Senate President.
2. Serves on the Steering Committee of the Academic Senate.
3. Assumes the duties of the President in the absence of the Academic Senate President and the Vice-President.
4. Serves as chair of the nomination committee for the election of division senators.

ARTICLE III: ACADEMIC SENATE STEERING COMMITTEE

Section 1. Composition

The Steering Committee of the Academic Senate shall be composed of the following:

Academic Senate President
Academic Senate Vice-President
Immediate Past President or President-Elect
Senate Liaisons to College Committees
Vice-President for Academic Affairs

Section 2. Role of Steering Committee

A. The Steering Committee of the Academic Senate functions as a coordinating body for the Academic Senate. Specific responsibilities include:

1. Plans agendas for Academic Senate meetings.
2. Directs information to appropriate committees.

B. Unless specifically directed by the Academic Senate, the Steering Committee shall not have the authority to make final decisions on any Senate issue.

Section 3. Responsibilities of Steering Committee Members

A. President: Serves as chair of the Steering Committee.

B. Vice-President: Serves as secretary to the Steering Committee. In the absence of the President shall assume the function as chair of the Steering Committee.

C. Immediate Past President or President-Elect: Participates in Steering Committee meetings to provide continuity of leadership or gain perspective on issues significant to the Academic Senate.

D. Senate Liaisons to College Committees:
   1. Attends committee meetings
   2. Meets regularly with each committee chair
   3. Reviews committee minutes and identifies issues to be brought to the Senate
   4. Refers recommendations for policy and procedures to the Steering Committee

E. Vice-President for Academic Affairs:

   1. Provides perspective, resources, and support of the Office of Academic Affairs to the Academic Senate.

   2. Serves as liaison from the Senate to the Office of Academic Affairs and the President's Cabinet.

Section 4. Appointment of Senate Liaisons to the Steering Committee:

A. Senate Liaisons to the Steering Committee shall be selected from the Division Senators of the full Senate.

B. The President of the Academic Senate shall make appointments to the Steering Committee upon the advice and consent of the full Senate.

C. Not more than one liaison appointee shall be from any one division.

D. To be appointed to the Steering Committee, a Senator shall have served on the Academic Senate or in a faculty leadership position for at least one (1) year prior to the appointment.

ARTICLE IV: DIVISION SENATORS

Section 1. Definition

Senators are faculty representatives, elected by defined constituencies, to represent their peers on the Academic Senate. Academic Senate constituencies are listed in the Bylaws. Senators facilitate shared governance of the college by representing, coordinating and communicating ideas, philosophical concerns, and perspectives between the faculty in their constituencies and the Academic Senate.

Section 2. Representation Formula

A. Divisions with up to twenty-five (25) tenure track faculty shall have one (1) division senator.

B. Divisions with twenty-six (26) or more tenure track faculty shall have two (2) division senators.

C. No division shall have more than two (2) senators.

Section 3. Responsibilities

A. Convenes regular meetings of constituency (For divisions with two (2) senators, the senator elected by departmental vote shall convene division meetings)

B. Communicates ideas and feedback from the constituency regarding policy and other matters of interest to the Academic Senate

C. Reports on matters under consideration by the Senate to their constituency

D. Informs constituency of actions taken by the Academic Senate

ARTICLE V: ELECTIONS AND TERMS OF OFFICE

Section 1. Academic Senate President

A. Elections

1. The Academic Senate shall appoint an elections committee chaired by the Immediate Past President. The committee invites nominations

from faculty for Academic Senate President, proposes a list of candidates, and tallies the ballots.

2. Nominees for Academic Senate President must be tenured faculty.

3. Election of the President of the Academic Senate shall be in the Spring semester of even-numbered years and shall precede the election of the Senators.

4. Elections shall be conducted by secret ballot of the tenure track faculty. The candidate receiving a majority of votes cast shall be elected.

5. In the event that no candidate receives a majority vote, a run–off election shall be conducted between the two (2) candidates receiving the greatest number of votes in the first round of balloting. The candidate receiving the greatest number of votes in the run-off election shall be elected.

B. Term of Office

1. The President-Elect shall serve in this capacity for one year beginning with the last regular Spring semester meeting of the Academic Senate following his/her election.

2. The President-Elect shall advance to the office of President of the Academic Senate, for a two–year term, at the last regular meeting of the Spring semester, following one year of service as President-Elect.

3. Following seating of the new Academic Senate President, the previous president will assume the Senate position of Immediate Past President.

Section 2. Vice-President

A. The Vice-President shall be elected by the Academic Senate.

B. Nominations for Vice-President shall be solicited from the faculty members of the Senate. Election shall be held at the last meeting of the Spring semester.

Section 3. Senators

A. The Immediate Past President or President-Elect coordinates the election of senators for the following academic year.

B. Credit Division Senators

1. Term of Office -- The term of office for credit division senators shall be three (3) years. One-third of these senators shall be elected each year on a rotating basis as specified in the Bylaws.

2. Eligibility -- To be eligible for election as a credit division senator, the individual must be a tenure track faculty member.

3. Process

   a. Credit divisions shall elect their senator by vote of the departments within the division, with each department casting one vote, based on a majority vote of the tenure track faculty in that department.

   b. Large divisions entitled to a second senator as specified in Article IV, Section 2, will elect that representative by a plurality vote of all tenure track contract faculty of the division.

C. Part-Time Credit Faculty Senator

1. Definition -- Part-Time credit faculty shall include faculty employed on a part-time basis within the credit division of Santa Barbara City College.

2. Term of office for the part-time credit division senator shall be one year. Senators may be elected to serve consecutive terms.

3. Process: A meeting of the part-time faculty shall be convened by the Immediate Past President or President-Elect, not later than the fourth (4th) week of the Fall semester each year, for the purpose of nominating and electing a senator. The candidate receiving a majority of votes cast will be elected. In the event no candidate receives a majority of the votes cast, a run-off election shall be conducted between the two candidates receiving the greatest number of votes on the initial ballot. The candidate receiving the greatest number of votes will be elected.

D. Continuing Education Faculty Senator

1. Definition -- Continuing Education faculty shall include faculty employed in the Continuing Education Division of Santa Barbara City College.

2. Term of office for the Continuing Education division senator shall be one year. Senators may be elected to serve consecutive terms.

3. Process. A meeting of the Continuing Education faculty shall be convened by the Immediate Past President or President-Elect or designee no later than the fourth week of the Fall semester each year, for the purpose of nominating and electing a senator. The candidate receiving a majority of votes cast will be declared the winner. In the event no candidate receives a majority of the votes cast, a run-off election shall be conducted between the two (2) candidates receiving the greatest number of votes in the initial balloting. The candidate receiving the greatest number of votes in the runoff election will be elected .

Section 4. Mid-Term Vacancies

A. Academic Senate President

1. First Year In Office

In the event the Academic Senate President is unable to fulfill his/her term during the first year of office, the Vice-President of the Academic Senate shall assume the duties and responsibilities of that office until a special election for an interim Academic Senate President is conducted. The interim president will serve the remainder of the term of the President s/he replaces. The special election shall be held within thirty (30) working days of notification of the vacancy.

2. Second-Year Vacancy

In the event the Academic Senate President is unable to fulfill his/her term during the second year of office, the President-Elect shall assume the duties and responsibilities of that office immediately and complete the unexpired term prior to beginning his/her elected term of office.

B. Past President

In the event that the Past President is unable to serve on the Academic Senate, that position shall remain unfilled.

C. Other Mid-Term Vacancies

1. In the event that a member has been absent for three (3) consecutive, regular meetings, the Academic Senate may declare that a vacancy exists and institute proceedings for replacement of that senator.

2. Mid-term vacancies on the Academic Senate shall be filled in the manner in which they were originally selected, to complete the unexpired term.

ARTICLE VI: MEETINGS

Section 1. Senate Meetings

A. Regular Academic Year

1. Regular meetings of the Academic Senate shall be held at least twice monthly during the academic year. The President of the Academic Senate may call special meetings at his/her discretion.

2. A quorum at all meetings of the Academic Senate shall consist of a simple majority of Academic Senate members.

3. Meetings of the Academic Senate shall be conducted according to the procedure prescribed in Robert's Rules of Order, current edition. In case of conflict, this Constitution shall take precedence.

4. A voice vote of simple majority may be used to decide issues in question before the Academic Senate. However, a request by any member, on any issue, for a show of hands, a secret ballot, or a roll call shall be honored. In case of conflicting requests, a vote by a show of hands shall decide which method of voting shall be used.

5. All faculty members of the Academic Senate shall have equal votes on all issues.

6. The Vice-President for Academic Affairs shall serve as a non-voting member of the Academic Senate.

7. The President of the Academic Senate may vote only to break or make a tie, according to Robert's Rules of Order.

8. The Academic Senate shall, by majority vote, adopt bylaws for the conduct of its business. These bylaws may be amended by a two-thirds (2/3) majority vote of the Senate. The Academic Senate president shall insure that all faculty are informed of the adoption and revision of these bylaws in a timely manner.

B. Summer Representation

1. Meetings of the Academic Senate shall be called during the summer, by the Academic Senate President, as necessary.
2. In the absence of the Academic Senate President, the Vice-President of the Academic Senate or other individual designated by the Academic Senate President shall convene the meeting.
3. At least six (6) voting faculty members of the Academic Senate shall be empowered by the Academic Senate to serve as the Academic Senate on behalf of the faculty during the summer.

Section 2. Senate Steering Committee

A. Meetings of the Academic Senate Steering Committee shall be convened by the Academic Senate President prior to regularly scheduled meetings of the Academic Senate to plan agenda and direct information to appropriate committees.

Section 3. Plenary Session

A. Plenary sessions of the full faculty of the college shall be held at the call of the President of the Academic Senate or upon petition of at least twenty (20) percent of the tenure-track faculty or twenty (20) percent of the part-time and/or Continuing Education faculty.

B. A quorum for any plenary session shall consist of not less than twenty-five (25) percent of tenure-track faculty. For the purpose of establishing a quorum, proxies shall not be counted.

C. The plenary session shall be conducted according to the procedure prescribed in Robert's Rules of Order, current edition. In case of conflict, this Constitution shall take precedence.

D. All faculty present have the right to make or second motions and speak to issues.

E. Only tenure-track faculty shall be eligible to vote.

F. A voice vote of simple majority may be used to decide issues in question before the faculty at the plenary session. However, a request by any faculty member, on any issue, for a show of hands, a secret ballot, or a roll call shall be honored. In case of conflicting requests, a vote by a show of hands shall decide which method of voting shall be used.

G. Voting by proxy will be permitted only for those persons whose contractual or other legal obligations prevent their attendance at plenary sessions. Such proxies will be in writing, will indicate any limitations on voting permissions, and will be submitted to the Academic Senate President prior to the meeting being called to order. The proxy may name another member or the President as the person empowered to register votes for the absentee member.

H. Any challenges to the granting of proxies must be made in writing to the Academic Senate President at least thirty (30) minutes prior to the plenary session.

ARTICLE VII: COMMITTEES

Section 1. Standing and Ad Hoc Committees of the Academic Senate

A. Definition

1. Standing committees shall be established to focus on specific issues or areas of responsibility that occur on an ongoing or recurrent basis. A list of standing committees of the Academic Senate is included in the Bylaws.

2. Ad hoc committees are convened to focus on a single issue and are disbanded at the completion of the project.

B. Appointments

1. Faculty members of standing committees shall be appointed by the President of the Academic Senate subject to approval by the Academic Senate. Faculty will be requested to indicate committees on which they wish to serve. The Academic Senate President shall be guided by these requests to the extent possible.

2. Ad hoc committees shall be appointed by the Academic Senate as needed.

3. Upon mutual agreement of the faculty members of a standing committee and the Academic Senate, committee membership may include administrators, classified personnel, and students, serving as non-voting members. Faculty shall comprise a majority of the membership of each Academic Senate committee. There shall be no more than two administrators and two students on any standing Academic Senate committee. Additional administrators and/or students may participate in a resource capacity.

C. Responsibility to Academic Senate

1. Each committee is responsible to the Academic Senate and shall take under advisement any and all matters within its function and scope referred to it by the Academic Senate. All committee recommendations or actions are subject to action or approval by the Academic Senate.

2. Each Academic Senate committee shall utilize its minutes to inform the Academic Senate of the committee's actions. In addition, a written report summarizing the activities of the committee shall be submitted to the Academic Senate annually at the conclusion of the spring semester.
3. Any committee, at its discretion, may convene in executive session in accordance with the provisions of the Brown Act.
4. A quorum at Curriculum Advisory Committee (CAC) shall consist of a simple majority of committee members. At all other Senate committee meetings, those members present shall constitute a quorum.
5. All faculty members of committees shall have voting rights.

D. Formation or Deletion of Academic Senate Committees

1. Formation or deletion of standing committees of the Academic Senate shall require a two-thirds (2/3) majority vote of the total voting members of the Academic Senate

Section 2. Liaison with Other College Committees

A. Appointment of faculty members to other college committees shall be made by the President of the Academic Senate, subject to approval by the Academic Senate.

B. Academic Senate members serving as liaison to other College committees shall maintain liaison with the Academic Senate by ensuring that minutes of the College committees are submitted to the President of the Academic Senate.

ARTICLE VIII: PETITIONS FOR REVIEW, INITIATIVE, CENSURE AND RECALL

Twenty (20) percent of the tenure track faculty may, upon presentation of a signed petition to the Academic Senate President, institute proceedings of review, referendum, initiative, censure, or recall and Constitutional Amendment.

A. Request for Initiative or for a Review of Senate Action

1. A request for initiative or review of senate action must be included as a priority item on the agenda of a regular or special meeting of the Academic Senate which must be convened within ten (10) working days of the said petition.

2. Action shall be taken by the Academic Senate within twenty (20) working days.

B. Request for Censure or Recall of Faculty Members of the Academic Senate

1. A plenary session or a special meeting of the Academic Senate must be convened within ten (10) working days of the receipt of said petitions for the purpose of debating the proposed recall or censure.

2. Action taken by the tenure-track faculty membership under these proceedings shall be decided within twenty (20) working days by a simple majority of those casting secret ballots.

3. Notices of review, referendum, initiative, censure, or recall, and Constitutional amendment shall be distributed to faculty no less than five (5) working days prior to the vote on such matters.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION

A. Amendments to this Constitution shall be proposed by any of the following means:

1. Presentation of a petition containing proposed amendments to the President or Vice-President of the Academic Senate. The petition must be signed by twenty (20) percent of the tenure-track faculty or by five (5) members of the Academic Senate.

2. Upon proposal of a motion to amend the Constitution made at a plenary session and passed by a majority of the faculty in attendance at the plenary session.

B. Within twenty (20) working days after an amendment has been proposed, the Academic Senate shall convene a committee on Constitutional revision to present the proposed amendment, with written arguments, to the faculty. The initiator or designee of the initiator(s) of the said amendment will serve as a member of the Constitutional Revision Committee with full voting rights.

C. Revisions proposed by the Constitutional Revision Committee shall be presented to the Academic Senate.

D. Copies of proposed revisions will be distributed to all tenure-track faculty members and made available to all non-tenure-track faculty, at least ten (10) working days prior to the vote.

E. Ratification of proposed amendments shall require affirmation by a majority of the tenure-track faculty and shall be voted upon by secret ballot within thirty (30) days of receipt by the Academic Senate of the committee's proposal for Constitutional amendment.

Article X Deleted 12/14/92 (authorized by Senate majority vote on 11/18/92)

APPENDIX B

SANTA BARBARA CITY COLLEGE

Academic Senate Bylaws

ARTICLE I: ACADEMIC SENATE CONSTITUENCIES

The academic divisions shall be comprised of faculty constituencies as specified in the following sections.

Section 1. Academic Credit Division Representatives

A. Academic Support Division
B. Business Division
C. English Division
D. Fine Arts Division
E. Foreign Languages/ESL Division
F. Health Technologies/Human Services Division
G. Mathematics Division
H. Physical Education/Athletics Division
I . Sciences Division
J. Social Sciences/Communication
K. Technologies Division

Section 2. Adjunct Faculty Representatives

L. Adjunct Credit Faculty Division
M. Continuing Education Faculty Division

Refer to Appendix A for departments within each division.

ARTICLE II: ELECTION PROCEDURES

Section 1. **Election Committee**

An election committee chaired by either the Immediate Past President or the President-Elect shall be convened by mid-semester each spring to establish a timeline and coordinate election of division senators and, in even numbered years, the President-Elect.

Section 2. Election Timeline

The election timeline shall provide for election of the President-Elect prior to election of division senators. The timeline shall ensure completion of elections prior to the last regular meeting of the Academic Senate in the spring semester.

Section 3. Rotation of Senators

To ensure rotation of credit division senators, division elections shall be conducted according to the following schedule:

Group A – Senators elected for three-year terms beginning Fall, 1993:
(With subsequent elections for Fall 1996, 1999, 2002)

Academic Support Division
Fine Arts Division
Health Technologies/Human Services
Physical Education/Athletics Division

Group B – Senators elected for three-year terms beginning Fall, 1994:
(With subsequent elections for Fall 1997, 2000, 2003)

Business Division
English Division *
Mathematics Division
Social Sciences/Communications Division

Group C – Senators elected for three-year terms beginning Fall, 1995:
(With subsequent elections for Fall 1998, 2001, 2004)

English Division
Foreign Languages/ESL Division
Sciences Division
Technologies Division

* Division senator elected by plurality vote – (See Academic Senate Constitution Article V–Section 3)

Section 4. Installations

The President-Elect shall be installed as the new Academic Senate President during the last regular Senate meeting in the spring semester. At the conclusion of the agenda during the last regular Senate meeting in the spring semester, the new senators will be installed. Following their installation, appointment of Senate liaisons will be confirmed and the Vice-President will be elected.

ARTICLE III: MEETINGS

Section 1. Schedule

Regular meetings of the Academic Senate will be held on the first and third Wednesdays of the month at 3:00 p.m. Additional regular meetings will be scheduled on alternate Wednesdays when needed. Special meetings will be scheduled as necessary.

Section 2. Agenda

The Steering Committee of the Academic Senate shall meet prior to each regularly scheduled Senate meeting to prepare the agenda. By Monday prior to the meeting, the agenda will be distributed (hard copy and/or electronically) according to the Agenda/Minutes Distribution List in Appendix B. In addition, a copy of the agenda will be posted on the Academic Senate section of the main bulletin board in the Administration Building.

Section 3. Conducting Meetings

Senate meetings will be conducted according to "Robert's Rules of Order," current edition. Issues under consideration will be presented at one meeting for discussion and action will be taken on that issue at a subsequent meeting. Where time is a crucial factor, the Senate may suspend the rules and take action on an issue immediately. Action items may be grouped in a consent agenda to expedite the agenda.

Section 4. Minutes

Minutes of all regular and special meetings of the Academic Senate shall be recorded by the Academic Senate secretary or designee. Following approval by the Senate, minutes will be distributed according to the Agenda/Minutes Distribution List in Appendix B.

Section 5. Substitutes for Academic Senate Members

A division senator who is unable to attend an Academic Senate meeting may designate a faculty member from the senator's division to represent the division in his/her absence. The Vice-President for Academic Affairs may designate another administrator in his/her absence. The Academic Senate member shall inform the President of the Academic Senate of the substitute prior to the Senate meeting. The designated individual shall have all rights and privileges accorded to that position at that meeting. The designation of a substitute shall be limited to three (3) consecutive meetings.

Section 6. Special Procedures

A. Resource Allocation: Full-Time Faculty Positions

The Academic Senate shall make recommendations on the allocation of resources for new and replacement full-time faculty positions. Solicitations of requests for faculty positions will be conducted by the Office of Academic Affairs and such requests will be forwarded to the Senate for consideration. Recommendations in ranked order shall be forwarded to the Superintendent/President. Senate consideration of requests for faculty positions shall be governed by the following:

1. Except as provided in Sections 3 and 4 below, all requests for new and replacement faculty positions shall be reviewed collectively and ranked based upon criteria established by the Senate in consultation with the Office of Academic Affairs.
2. The Senate may adopt criteria for exempting certain replacement positions from the ranking process. Recommendations for exempt replacements shall be forwarded to the Superintendent/President prior to commencing the ranking process.

3. Replacement positions that are not exempted, and that are either ranked below the level of expected funding or are not recommended for permanent funding, may be resubmitted for a permanent replacement the following year. In the event that the resubmitted request is ranked below that year's funding level and/or is declined, a replacement request will no longer be considered.

4. In the event that a faculty position is approved and funded, but a qualified candidate cannot be successfully recruited and hired, the department, in consultation with the Office of Academic Affairs and the Superintendent/President may elect to fill the position by temporary contract or leave the position vacant for up to one academic year without jeopardizing the approval of the position. During that period, provided that the department data used to meet the initial ranking criteria does not substantially change, the department may request an exemption from further ranking. The Academic Senate will review the request and make a recommendation to the Superintendent/President.

ARTICLE IV: SENATE LIAISONS

Academic Senate liaisons facilitate communication and coordination of effort between college committees and the Academic Senate. The Academic Senate President or designee will serve as Senate liaison for the meetings of the Board of Trustees, Board of Trustees committee meetings, College Planning Council, District Technology Council, Staff Development Committee, and other college-wide committees, as deemed appropriate.

Designated Senate liaisons will assume responsibility for chairing and/or convening a specific committee as well as being a liaison to specific committees as indicated below. In lieu of the liaison serving as chair of the committees indicated, the committee may, with the approval of the Senate, elect a chair from among its members. In such cases, the liaison and the elected chair shall split the appropriate TLU compensation as indicated in Appendix "C." Liaisons serving as conveners will attend all meetings of such committees as an ex-officio member of that committee.

ACADEMIC POLICIES LIAISON .

Convener and/or Chair of:	Academic Policies Committee *
Liaison to:	Affirmative Action Committee Student Services Advisory Committee Scholastic Standards Committee

FACULTY DEVELOPMENT LIAISON

Convener and/or Chair of:	Sabbatical Leave Committee *
Liaison to:	Employee Wellness Committee Faculty Enrichment Committee*

	Faculty Lecturer Committee *

CURRICULUM AND INSTRUCTIONAL POLICIES LIAISON

Convener and/or Chair of:	Curriculum Advisory Committee *
Liaison to:	Instructional Technology Committee * Matriculation Committee

PLANNING AND RESOURCES LIAISON

Convener and/or Chair of: Planning and Resources Committee *
Liaison to: Facilities Planning/Safety/Security Committee
Personnel Benefits Committee
Student Activities, Athletics, Bookstore Committee

STUDENT SUPPORT SERVICES LIAISON

Liaison to: EOPS/Financial Aid Advisory Committee
Honors Program Advisory Committee *
International Education Committee *
Learning Support Services Committee *

* Academic Senate Committees

ARTICLE V: ACADEMIC SENATE COMPENSATION

Faculty members serving on the Academic Senate shall be compensated according to a TLU schedule mutually agreed upon by the Academic Senate and the Superintendent/ President. The total TLUs allocated in the schedule shall be negotiated by the Instructors' Association. See Appendix C for the TLU allocation.

ARTICLE VI: SENATE REPRESENTATION ON THE COLLEGE PLANNING COUNCIL AND DISTRICT TECHNOLOGY COUNCIL

In addition to the Academic Senate President, the following members of the Academic Senate shall serve as the faculty members on the College Planning Council and District Technology Council:

College Planning Council	District Technology Council
Immediate Past-President or President-Elect	Chair of Instructional Tech. Committee
Vice-President of the Academic Senate	Director of Faculty Resource Center
Academic Senate Planning and Resources Liaison	One at large Faculty appointed by Academic Senate President

ARTICLE VII: RELATIONSHIP BETWEEN THE ACADEMIC SENATE AND OFFICE OF ACADEMIC AFFAIRS

Section 1. General Statement

The Academic Senate and the Office of Academic Affairs are committed to work collegially to further the academic mission of Santa Barbara City College. In order to accomplish this mission, the Office of Academic Affairs will provide resources and support for the Senate to conduct its business.

Section 2. Specific Services to the Academic Senate

The Office of Academic Affairs will provide support services (secretarial support, printing, duplicating, etc.) in the following areas:

A. Resource allocation data (e.g., preparation of materials for faculty positions, facilities requests, etc.)
B. Curriculum review and development
C. Faculty Development
D. Faculty Lecturer
E. Other committees or activities as mutually agreed upon by the Office of Academic Affairs and the Academic Senate.

ARTICLE VIII: CHANGES TO THE BYLAWS

Section 1. Proposals

Changes to the Bylaws may be proposed at any regular meeting of the Academic Senate.

Section 2. Bylaws Revision Committee

If the proposed changes receive a simple majority vote, an ad hoc Committee on Bylaws Revision shall be formed. This committee will review the proposed changes for clarity and consistency and present a recommendation to the Academic Senate for adoption.

Section 3. Adoption

The proposed changes shall be adopted when approved by a two-thirds (2/3) majority vote of the total voting members of the Academic Senate.

Adopted by the Academic Senate September 9, 1992
Article III, Section 5. Adopted by the Academic Senate November 4, 1992
Article III, Section 6. Revised and Adopted by the Academic Senate December 2, 1992
Article III, Section 6. Revised and Adopted by the Academic Senate February 18, 1998
Article I, Sections 1 and 2; Article II, Section 3; Article IV; Article VI; Article VII, Section 2; and Appendices A, B and C. Revised and Adopted by the Academic Senate May 13, 1998

APPENDIX A

SANTA BARBARA CITY COLLEGE

Academic Senate Constituencies

A. Academic Support Division

1. Library
2. Disabled Students Program and Services (DSPS)
3. Counseling/Campus Nurse
4. Extended Opportunity Programs and Services
5. Learning Support Services
    - Academic Skills Center
    - Computer-Assisted Instruction (CAI)
    - Learning Assistance Center (LAC)/Tutorial
6. Faculty Resource Center/Media Services

B. Business Division

7. Accounting
8. Business Administration
9. Computer Information Systems (CIS)
10. Computer Applications and Office Management (COMAP)
11. Hotel/Restaurant/Culinary (HRC)

C. English Division

12. Composition and Literature
13. Essential Skills
14. Journalism

D. Fine Arts Division

15. Art
16. Music
17. Theatre Arts
18. Multimedia Arts and Technologies
19. Film Studies

E. Foreign Languages/ESL Division

20. Asian/Euro Languages
21. English as a Second Language
22. Spanish

F. Health Technologies/Human Services Division

23. Associate Degree Nursing (ADN)
24. Radiologic Technology
25. Vocational Nursing
26. Early Childhood Education (ECE)
27. Children's Center
28. Administration of Justice
29. Cosmetology

G. Mathematics Division

30. Mathematics

H. Physical Education/Health Education/Athletics/Recreation

31. Physical Education/Health Education/Athletics/Recreation

I. Sciences Division

32. Biological Sciences
33. Chemistry
34. Computer Science
35. Physics/Engineering
36. Earth Sciences

J. Social Sciences/Communication

37. American Ethnic Studies
38. History/Geography
39. Philosophy
40. Political Science/Economics/International Studies
41. Psychology
42. Sociology/Anthropology
43. Communication

K. Technologies Division

44. Automotive Services
45. Drafting
46. Computer Networking, Engineering and Electronics
47. Graphic Communications
48. Environmental Horticulture
49. Marine Diving Technology

L. Adjunct Credit Faculty Division

M. Continuing Education Faculty Division

APPENDIX B

SANTA BARBARA CITY COLLEGE

Agenda/Minutes Distribution List

Minutes of regular and special meetings of the Academic Senate will be distributed to all of the following and/or will be posted on the Academic Senate Web Page.

Distribution of Academic Senate Agenda with attachments:

Members of the Academic Senate
Department Chairs
President of the Associated Student Body
Chair of the Classified Council
President of CSEA
President of the Instructors' Association
Academic Affairs Deans/Assistant Deans
Vice-President for Student Affairs
Vice-President for Continuing Education
Vice-President for Human Resources
Superintendent-President
Board of Trustees
Public Information Officer
Channels Office

Distribution of Academic Senate Agenda without attachments:

All credit division faculty

APPENDIX C

SANTA BARBARA CITY COLLEGE

Academic Senate TLU Distribution

The following Academic Senate TLU distribution schedule has been mutually agreed upon by the Academic Senate and the Superintendent-President.

Position		TLUs Per (Liaison/Chair) Semester	If Split
1	Academic Senate President	10	
1	President-Elect or Immediate Past-President	3	
1	Academic Senate Vice-President	1	
1	Academic Policies Liaison	2	(1/1)
1	Faculty Development Liaison	2	(1/1)
1	Curriculum and Instructional Policies Liaison	3	(1/2)
1	Planning and Resources Liaison	2	(1/1)
1	Student Support Services Liaison	1	N/A
12	Division Senators	12	
1	Adjunct Faculty Representative	1	
1	Continuing Education Representative	1	
1	Faculty Enrichment Committee Chair	3	
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